Flour Bluff Independent School District Job Description

JOB TITLE: Human Resource Specialist

WAGE/HOUR STATUS: Nonexempt
NUMBER OF DAYS: 227
REPORTS TO: Executive Director of Human Resources
DATE REVISED: 12/06

PRIMARY PURPOSE:

- Primary responsibility for updating and maintaining personnel records., both electronic and paper. Assists all employees with benefits and personnel information.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Clerical and computer experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsible for all employee personnel records, both paper and electronic.
2. Meets with each new hire to discuss benefits and answer questions regarding all types of insurance and section 125.
3. Assists all employee with the education insurance, disability and life insurance.
4. Exhibits knowledge of the insurance software to create profiles and to update for a qualifying event or a change in
5. Ensures new hires are eligible for employment by verifying documents presented.
6. Responsible for entering all new hires through the E-Verify Homeland Security system to ensure new hire is eligible to work in the United States.
7. Responsible for entering and processing all monthly and biweekly employees through the HR software System and Skyward.

8. Demonstrates knowledge to process new hires from the application software into the electronic personnel records system creating new files for each new employee and closing and notifying applicants of status changes to their applications.
9. Updates employee information, when necessary, in HR software and personnel electronic record software and Skyward.
10. Responsible for scanning existing records into the electronic personnel system.
11. Demonstrates competency in all software used by the Personnel Department.
12. Responsible for filing all personnel documents in employee folders both electronic and paper.
13. Completes the TRS-7 form, in a timely manner, for all retiring employees
14. Generates and maintains Service Records for all employees. Issues a service record to employees who resign or retire.
15. Demonstrates competency in pulling reports from HR and Records software and Skyward.
16. Assists Executive Director of HR with reports, surveys and new projects, as needed.
17. Develops a working knowledge of district policy regarding payroll/personnel.
18. Maintains an efficient filing system relative to areas of responsibility.
19. Demonstrates punctuality and dependability regarding scheduled workday and overtime.
20. Projects a professional image through demeanor and dress.
21. Maintains knowledge of current practices and trends relative to personnel by reading current literature, attending meetings, seminars, etc.
22. Projects a pleasant and friendly personality which exhibits maturity and self-control.
23. Demonstrates ability to communicate in both an oral and written manner.

Benefits
Specialist

25. Demonstrates initiative in undertaking task at hand and relieving the workload of co-workers. Prepares requests regarding verification of employment.
26. Adheres to proper channels in communicating ideas, concerns, problems, etc.
27. Maintains confidentiality of information.
28. Undertakes additional duties as assigned.
29. Provides notary public services for all personnel, as needed.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:
Standard office equipment including personal computer and peripherals

Posture:
Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:
Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting:
Occasional light lifting and carrying (less than 15 pounds)

Environment:
May work prolonged or irregular hours**;** frequent districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands:
Work with frequent interruptions, maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.
regarding