



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

## Human Resources Specialist

**FLSA Status:**

Exempt

**Qualifications:**

Four year degree required.  
Masters or above in educational administration or Human Resources preferred.  
Knowledge of labor laws preferred.  
Excellent written and verbal communication skills.

**Experience:**

Two years' experience in Human Resources preferred with increasing levels of responsibility. Experience in K-12 education is preferred. Desire to continue career improvement by enhancing skills and job performance.

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**

Tech/Pro Range C

**Reports to**

Assistant Superintendent for Personnel and Operations

**Terms of Employment**

260 days with benefits according to Board policies.

**Purpose Statement**

The job of Human Resources Specialist is done for the purpose/s of providing support to the delivery of Human Resources services with specific responsibility for providing information to employees regarding policies, regulations, and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

**Essential Job Functions**

- Provide coordination of the selection, retention, and supervision of certified and classified staff members.
- Monitor personnel policies to ensure district compliance.
- Assists in planning, organization and conducting personnel onboarding and in-service training for the purpose of providing new employees with information about benefits, policies, procedures, and ensuring compliance with regulations and guidelines.
- Assists with certified employment processing for the purpose of meeting district staffing requirements while complying with established guidelines.
- Plan, direct, coordinate, and participate in ensuring compliance with all applicable Federal and State Law as it relates to personnel.
- Oversee the management of unemployment claims.
- Provide coordination for the employee's evaluation program, job improvement plans and termination proceedings.
- Collaborate with and support the Assistant Superintendent for Personnel and Operations to ensure efficient and effective business operations.
- Monitor job descriptions and ensure that they meet legal constraints and remain current.

- Assist in the recruitment of certified staff.
- Maintain records of tenure and probationary status of certified staff related to evaluations, evaluation periods of certified and support staff, and evaluation processes.
- Lead in the induction of certified and classified staff.
- Oversee employee background check.
- Communicates with other employees, departments, administrators, applicants, and the public for the purpose of ensuring information is conveyed accurately and in a timely manner.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions and taking appropriate action.
- Activate, implement, monitor and maintain online safety training for employees.
- Assists in creating employee files and work records.
- Assists in updating and maintaining employee's work record data.
- Maintains manual and electronic documents, files and records for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes for the purpose of ensuring efficient processing of applicants and employees, addressing position requirements, and adhering to legal and/or administrative requirements.
- Researches a variety of information for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Researches discrepancies between employee, payroll, benefits provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Support the Human Resources administration and department staff for the purpose of ensuring the effective and efficient functioning of the work unit.
- Ability to work to implement the vision and mission of the district.

### **Other Job Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Remain current on educational and employment issues and laws.
- Have the ability to learn new systems and software.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Adheres to all district rules, regulations, and policies

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school law; parliamentary procedures; accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes;

and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; using independent judgement on matters of significance under limited supervision following standardized practices and/or methods.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

### **Conditions and Environment**

Employee will be required to regularly work inside. This job is performed in a generally clean and healthy environment.