



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: HUMAN RESOURCES SPECIALIST

QUALIFICATIONS:

1. Associate's Degree or higher preferred. High school graduation required.
2. A minimum of three (3) years of experience with Human Resources related tasks/responsibilities.
3. Excellent computer skills with a working knowledge of Excel, Google Docs, etc.
4. Experience in interpreting Human Resource Policy and collective bargaining contracts preferred.

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

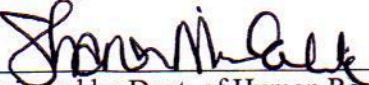
PERFORMANCE RESPONSIBILITIES:

1. Maintains overall knowledge and understanding of all aspects of Human Resource functions.
2. Performs customer service functions; processes walk-in requests immediately in a professional and courteous manner.
3. Maintains strict confidentiality of information.
4. Maintains employee personnel records and assists with personnel services for employees.
5. Processes hiring recommendations, contracts, transfers, leave requests, resignations, terminations, in-house budget/assignment forms and retirements.
6. Maintains an accurate working knowledge of school board policy and collective bargaining contracts.
7. Assists employees with questions and procedures related to retirement, DROP and disability retirement and processes sick and annual leave payments and bonuses upon retirement.
8. Receives, checks, and processes payroll timesheets from each cost center.
9. Collects and prepares personnel data and other information for salary purposes.
10. Collects and processes employee evaluations in accordance with the law and school board policy.
11. Handles appropriately inactive personnel records and record destruction requests.
12. Processes employee supplements as requested.
13. Processes sick leave donations.
14. Verifies and processes related experience for pay purposes.
15. Stays abreast of teacher certification regulations and procedures.
16. Prepares and processes files for annual rollover to the next fiscal year.
17. Performs other related duties as assigned by the Executive Director of Human Resources and other incidental tasks consistent with the goal and responsibilities of this position.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule 4.

EVALUATION: Performance evaluated annually in accordance with School Board Policy


Reviewed by Dept. of Human Resources

Date: _____
Adopted by Bay District School Board