

Union Public Schools Job Description

Position Title: Human Resources Representative - Certified
Department: Human Resources
Reports To: Executive Director of Human Resources

FLSA Designation: Non-exempt

SUMMARY: Provides support and assists in a variety of tasks to enhance the smooth and efficient operation of the office of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Processes all HR-100's for Certified Personnel.
- Maintains Open Positions Log reflecting fiscal year openings, replacements and new positions.
- Maintains district job line, intranet and internet posting.
- Processes new, returning and terminating paperwork; set salaries, enter information and submit paperwork to Payroll.
- Meets with newly hired employees to cover applicable paperwork, explain salary and answer questions.
- Verifies past experience and degree with State Department.
- Researches and responds to out-of-district requests for employment verifications, sick day transfers and professional development points.
- Enters and maintains employee information in system, including: basic, academic, skills, certification, emergency contacts and other names.
- Prints and distributes certified contracts according to appropriate category (Regular, Temporary, LOA, Grant, Special Education, Alternative Education, Extra Duty), verify that all contracts are signed and returned.
- Compares total salary to State Department minimums and determine underpaid temporary contract; prepare and submit underpaid contracts for Board approval.
- Maintains re-hire requests for new fiscal year.
- Obtains Board approved extra-duty stipend list as soon as possible after negotiations and prepare approved stipend list by site.
- Maintains database with additions and changes through out the fiscal year.
- Reviews, tracks and distributes incoming applications and job fair screenings for prospective certified employees.
- Maintains valid certificate records and update database accordingly.
- Maintains LOA log of all pertinent information, notify employees on LOA of deadlines.
- Prepares and maintains resident teacher log to verify and monitor timely processing of carious paperwork deadlines; also, correspond with administrators and mentor teachers regarding procedures and questions.
- Submits all reports as required by the State Department of Education.
- Compiles, researches and submits ERI list and cost estimates for administration and Board approval.
- Prepares and verifies perfect attendance reports and track incoming certified evaluations.
- Coordinates district job fair; includes compiling and distributing interviewers' schedules and providing job fair applicant results to all building principals.
- Answers phones, take messages and prepare routine correspondence.

- Responds to teachers, secretaries, and administrators requests as needed.
- Employment verifications upon request.
- Maintains general knowledge of UCTA Master Contract for questions.
- Relieves at switchboard when needed.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), with one (1) year related experience and/ or training. Basic knowledge of labor laws and human resources issues. Spreadsheet and word processing skills required with good grammatical, spelling and punctuation. Previous experience with an AS 400 system, Microsoft Word and Excel preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as balance sheets, budget reports and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small group of employees or organizations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to prioritize multiple projects.

OTHER SKILLS and ABILITIES: Ability to operate a personal computer and related software, such as Microsoft Office and Excel. Ability to develop working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with district employees. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand or walk. The employee will occasionally reach with hands and arms and will frequently repeat the same hand, arm or finger motions when typing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The employee will continuously interact with the public and other staff and occasionally meets multiple demands from several people.