



## Senior Specialist, Human Resources

### *Job Description*

<b>Reports To:</b>	Senior Manager, Human Resources ( <i>or designee</i> )
<b>FLSA Status:</b>	Non-Exempt
<b>School Classification:</b>	Classified
<b>Pay Range:</b>	\$22-\$27/ hour ( <i>based upon experience</i> )
<b>Work Schedule:</b>	12 months
<b>Location:</b>	Onsite and Remote Office

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**Position Summary:** *The senior specialist, human resources will support the Human Resources department in ensuring the mission, vision, and core values of the school are upheld and that the department runs smoothly and efficiently. Specifically, the senior human resources specialist will support department staff, provide information to applicants and employees, maintain clerical records, and complete assigned projects and tasks. Additional duties outlined in this job description serve and support the functions of the department.*

### **ESSENTIAL FUNCTIONS and RESPONSIBILITIES**

#### *Department Support*

- Supports and guides the director in all areas of the school and in the HR department
- Develops strong partnerships with other programs in order to be efficient, improve processes, and support one another's Human Resources departments
- Supports other school departments with clerical operations and tasks as needed

#### *Supporting a Positive School Culture*

- Supports the Human Resources department in developing positive school culture
- Answers employee questions about human resources policies and procedures
- Preserves the employer/employee relationship
- Ensures the workplace is free from discrimination and harassment for all staff
- Maintains school organization charts, employee directory and pertinent pages of the school's website as needed
- Collaborates with the creation, delivery and evaluation of surveys to gather feedback from parents, students, and staff

#### *Departmental and Employee Performance Evaluation*

- Supports department in developing goals, objectives and systems for the leadership team
- Supports the director with reports, decisions and results of department in relation to established goals
- Assists with keeping the performance evaluation program up to date and relevant
- Communicates with school leadership, tracking and recording staff performance

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- Researches and drafts corrective action plans with staff as needed
- Facilitates the completion and maintenance of employee and administration calendars

#### *Ensuring Compliance and School Safety*

- Collaborates with director and senior manager to select appropriate trainings
- Coordinates and tracks staff trainings
- Assists with development and maintenance of policies working to improve upon the safety for employees
- Collaborates with the director and senior manager in the ongoing review, revision and maintenance of the employee handbook and all department manuals

#### *Employee Recruitment and Selection*

- Assists director with all board approvals for new personnel ensuring all supporting documentation and data is available for board review
- Imparts and demonstrates the mission and vision of the school with all applicants throughout the steps of the recruitment and interview process
- Supports the department team in the research and determination of applicant eligibility as needed
- Maintains an understanding of teacher credentialing in order to determine if applicants are minimally qualified for teacher positions
- Collaborates with administration in the development of strategies that determine staffing needs based upon student enrollment
- Supports screening, recruiting, interviewing, and hiring practices as needed
- Ensures paperwork for position and hiring approvals are properly prepared, delivered, and tracked
- Ensures all onboarding documentation and processed are appropriately completed as per departmental and legal requirements
- Tracks and updates employment processes and documentation for the Human Resources department
- Supports the leadership team with developing job descriptions and keeping existing job descriptions current
- Supports operations of open enrollment

#### *Compensation and Benefits*

- Processes and facilitates teachers payroll monthly by collaborating with the payroll department and ensuring all payroll steps are followed
- Maintain a current version of the payroll manual
- Administers all health and welfare plans, assists with open enrollment and monitors enrollment and qualifying events
- Provides information and assists with tracking employee sick and vacation days in the HRIS
- Reviews monthly billings from insurance providers for accuracy, codes and advances for payment. Resolves discrepancies with Benefits Administrator, payroll and the school.

Completes reports for management as requested.

- Acts as a general resource for payroll/HR contacts to ensure their understanding and compliance with benefits and HR policies and regulations. Keeps management advised of potential problem areas and recommend/implement solutions as appropriate.
- Coordinates and assists with the ACA benefits reporting requirements as needed
- Facilitates accurate tracking of teacher salary and compensation

#### *Employee and Labor Relations*

- Support efforts to ensure the HR department and school are compliant within state and Federal employment laws through research, investigations, and learning
- Assists with keeping HR manuals, policies, and trainings current and updated
- Investigates workplace issues as needed
- Supports the employee counseling and disciplining process
- Completes HR related paperwork and documentation, including but not limited to unemployment, verification of employment, employment agreements, personnel records, attendance reports, etc.
- Administers all leaves of absence, accommodations and workers' compensation claims and all related documentation
- Mediates between management and employees with counsel and, if applicable, discipline
- Assesses, evaluates and investigates employee complaints/concerns until resolved. Refers more difficult or sensitive issues to the Director, Human Resources.
- Completes termination forms and off-boarding for employees no longer with the school
- Performs research as needed on labor law, education code, and best practices to help guide the school leadership with development of school policy

#### *Preparation and Maintenance of the Human Resources Information System and Databases*

- Facilitates the preparation of the HRIS
- Keeps the HRIS and other school systems current
- Implements methods of utilizing the system to help with talent management, employee relations, and HR documentation
- Ensures proper access levels to streamline operations
- Proactively facilitates the development of the system for HR and staff use
- Ensures credential lists in the school databases are kept current and communicates with teachers when renewal is required
- Ensures TB lists in the school databases are kept current and communicates with staff when renewal is required

#### **Other Duties**

- Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours
- Works collaboratively with sister programs within the larger organization to streamline and improve programs for all students

- Document and report to the school's management all formal disciplinary actions involving staff; if applicable, addressing and resolving complaints from students, parents, and staff in a timely manner; ensuring compliance with the school's Uniform Complaint Policy; the school's Uniform Technology Policy; and the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Performs other duties as assigned

## **QUALIFICATIONS GUIDE**

*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, and/or ability required.*

### **Education:**

- Bachelors in Business and/or Human Resources desired

### **Experience:**

- A minimum of four years of related human resources experience desired
- A minimum of three successful years of experience conducting and facilitating leaves of absence and the accommodations process required

### **Other Qualifications:**

- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test or signed Certificate of Completion dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
- The employee is expected to acquire and maintain a working computer with an internet connection and a printer
- Valid California Driver's License

### **Knowledge:**

- Computer and technology literacy:
  - Operate office equipment including a calculator, copier, computer and assigned software.
  - Knowledge and experience using Google docs, Google spreadsheets and other online collaboration tools to send and receive information
  - Proficient with methods of collecting and organizing data and information
  - Basic database skills
  - General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software
- Performing basic math, including calculations using fractions, percents, and/or ratios

- Reading and gathering information from a variety of resources and manuals
- Writing documents following prescribed formats, and/or present information to others
- Understanding complex, multi-step written and oral instructions
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard office software; office methods and procedures; business telephone etiquette; and concepts of grammar and punctuation

**Acquired Skills:**

- Well developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner
- Conflict resolution skills
- Strong organizational skills

**Abilities:**

- Ability to develop and articulate vision and goals
- Ability to create and implement procedures and to track processes
- Demonstrates sensitivity to individual differences and cultural backgrounds
- Allocates time and resources effectively
- Maintains confidentiality
- Team player
- Love of learning – a lifelong learner
- Ability to transmit passion for learning to staff, students and families
- Flexibility and adaptability
- Willing to take direction and uphold department policies/practices
- Openness to differing views and objectives
- Willingness to research and become knowledgeable of curriculum and educational resources
- Ability to deliver information effectively
- Serve the staff, student and parents' needs to the best of his/her ability without allowing his/her own convenience to interfere
- Self starter; ability to take initiative and work with little direction
- Ensures a culture where students, parents and teachers feel valued and served by contributing to providing a positive, supportive atmosphere for all
- Maintain integrity at all times
- Problem solve to identify issues and select action plans, using data that may require independent interpretation, and when equipment is limited
- Willingness to research and become knowledgeable of employment and labor law resources per the state of California and the federal government

**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.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds
- Close vision and 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.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 100 miles in a day

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*

**Employee Acknowledgement:**

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Employee Signature                      Printed Name                      Date