

Job Title:	Human Resources Specialist	Wage/Hour Status:	Hourly
Reports to:	Director Personnel	Pay Grade:	305
Dept./School:	Human Resources	Date Revised:	April 30, 2021

Primary Purpose

Provide support for daily human resources (HR) operations. Handle routine HR inquiries and provide responsive and knowledgeable assistance to employees.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Excellent organization, communication, public relations and interpersonal skills
- Knowledge of computers and software applications such as Excel, Microsoft Word, and Adobe Acrobat

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.
2. Maintain position control system in an accurate and timely manner. Reconcile job description database with position control to ensure that there is a job description for every job description. Follow up with supervisors to ensure that job descriptions are reviewed and updated on a regular basis.
3. Work with other HR staff and supervisors to ensure job descriptions are consistent in format and meet established compensation guidelines.
4. Receive and process applications, including verifying completeness of files and notifying those not selected for employment.
5. Prepare and distribute or post job vacancy announcements and advertisements.
6. Prepare correspondence, forms, and reports according to district standards and requirements.
7. Exercise judgment based on knowledge and experience to plan details of the work and to select appropriate methods or processes to accomplish work objectives.
8. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
9. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
10. Greet visitors and assist employees and applicants to complete applications and required paperwork.
11. Assist with the preparation and distribution of employment contracts.
12. Maintain confidentiality.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computers, printer, fax machine, copier, typewriter, and calculator

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.