

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

October 2016

SECTION I: GENERAL INFORMATION

Position Title: Human Resources Generalist	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-2	Bargaining Unit: Office Employee Association
Job Summary: Under the direction and guidance of the Director of Human Resources, the Human Resource Generalist is responsible for providing daily administrative and secretarial assistance and support to the Human Resources Department. The Human Resource Generalist coordinates specific office functions associated with the Human Resources Department and provides support for associated staff.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Administers the Applitrack online employment application system.
Percent of Time:	30%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Accepts and processes all job postings from building administrators. • Maintains Applitrack System online application system-including closing open positions, notifying, and purging incomplete applications. Contacting applicants to let them know their application is incomplete. • Provides general support to applicants going through the online application process. • Distributes job vacancy notices to all employees. • Complete annual EEO report. • Determines need to advertise for applicants for substitutes. • Mails/emails payroll packet to all substitutes and processes completed substitute paperwork. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Performs general receptionist functions that are "core duties" of any clerical/secretarial classification.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Answering department phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call. • Screens visitors/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Files all criminal background checks with approved vendor for all regular staff and substitutes and does a BCA check for all volunteers.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Files online criminal background check for all employees, substitutes and volunteers. Notifies all administrators/program areas of the results of background checks. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Prepares and distributes School Board personnel consent agenda items and school board follow-up information.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Verifies FTE on Recommendation for Employment forms matches the FTE that was posted. Distributes Recommendation for Employment forms, resignation letters and leave requests letters to appropriate departments. Compiles all personnel action items needing school board approval. Reviews with HR Director and submits to Superintendent's Office for School Board packets. Prepares School Board follow-up letters/correspondence to all employees notifying them of School Board action. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Maintains and updates files for personnel records, correspondence, new staff orientation.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Prints and distributes staff directory on an annual basis. Assists with budget tracking and processes purchase orders for the HR Department. Prepares all new staff orientation folders. Schedules required pre-work screening appointments with CSMR for all new educational assistant employees. Creates/maintains employee records in S2 Security System. 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Assists Director of Human Resources with a variety of tasks relating to the HR Department. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of district school policies and procedures. • Knowledge of human resource operations, application procedures, state licensure requirements involved in the posting and application process for new positions. • Knowledge of district budget processes. • Knowledge of case management tools, applications, documentation requirements and regulations. • Knowledge of secretarial and administrative procedures. • Understanding of data privacy laws, statues and requirements. • Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-Mail programs and other office productivity software utilized by the department in the performance of the job. 	
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: At least three years of prior directly related work experience				
Required Supervisory Experience:				
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives. • Applying judgment and discretion in the processing and conduct of application processes and methods within the district in accordance with department operating procedures and licensure requirements. • Updating and maintaining department personnel records and files accountable for. • Computer skills of databases, reports, spreadsheets, documents and correspondence. • Organizational ability. • Maintaining confidentiality. • Ability to work independently with minimal supervision.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed in a typical school district office setting and is subject to minimal environmental hazards and risks associated with the job. Responsibilities may occasional involve dealing with or being subjected to disagreeable human interactions/contacts when dealing with the public or internal problems/issues.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry,

push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: