**Human Resources Generalist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** ExecutiveDirector of Human Resources

**Dept / Campus:** Human Resources **Paygrade:** 208

**Wage/Hour Status:** Nonexempt **Revised:** May 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Ensure the coordination of HR department tasks and duties and completion of department responsibilities in a timely and accurate manner. Receive, process, and maintain files and records for new hires and employees of the district. Monitor access to human resource (HR) records and maintain proper security and confidentiality. Ensure district compliance with personnel record information, state certification and required highly qualified employee documentation. Implement workers’ compensation program according to established policy, rules, and regulations.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree in human resources or education field preferred

**Special Knowledge/Skills:**

High attention to detail

Proficient keyboarding, word processing, and file maintenance skills

Strong organizational, communication and interpersonal skills

Knowledge of Human Resources processes

Knowledge of administration of assigned programs and applicable laws

**Experience:**

Two or more years of customer service experience

Preferred experience in an educational setting

Preferred prior experience with Human Resources processes

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Manage day-to-day operations of the Human Resources department, including monitoring the HR annual department calendar activities, directing questions/concerns/issues to appropriate HR staff, and ensuring timely completion of HR tasks/duties.
2. Maintain employee certification information in electronic system.
3. Manage HR files and records, including personnel files, employee benefits, substitute files and inactive personnel records.
4. Manage the records storage and scanning of personnel records and inactive personnel files.
5. Prepare correspondence, forms, records, and reports using personal computer.
6. Compile pertinent data as needed when preparing various federal, state, and local reports.
7. Maintain computer and physical database of certified, highly qualified and licensed staff.
8. Audit and maintain certification and licensing information of certified or licensed professionals, paraprofessionals, and auxiliary employees.
9. Assist administrators in the assignment of teachers according to SBEC assignment criteria.
10. Process SBEC permit applications and monitor permit status.
11. Research and maintain current information on SBEC rules and certification requirements and processes.
12. Track certification, testing, and permit status and communicate with employees to ensure completion of certification requirements within established timelines.
13. Actively monitor expiration dates and assist employees with renewing certification proactively through correspondence prior to expiration and following up regularly to ensure compliance.
14. Serve as resource person to administrators and employees on certification issues.
15. Receive and process accident reports and Worker’s Compensation claims and file all insurance forms and Division of Workers’ Compensation (DWC) reports in a timely manner, including wage statements, First Report of Injury, Supplemental Reports, and job information.
16. Establish and maintain contact with injured employees and provide assistance with claims, obtaining healthcare, and access to applicable leave and insurance benefits.
17. Communicate with workers’ compensation insurance carrier, doctors, nurses, campuses, and healthcare provider to ensure appropriate processing of claims.
18. Work closely with campus and department secretaries, supervisors, and administrators to facilitate reporting work-related illnesses and injuries.
19. Be prepared to take initiative and work independently to accomplish the goals and needs of the Human Resources Department.
20. Maintain a pool of eligible substitutes from applications received; including applicant screening and background check process.
21. Update Employee Handbook annually and in accordance with TASB recommendations.
22. Coordinate periodic employee orientation sessions throughout school year.
23. Maintain accurate employee contract information and generate contract lists to be approved by Principals/Supervisors.
24. Work with Executive Director of HR and Chief Innovation Officer to ensure timely and accurate contract

 recommendations for approval.

1. Generate and distribute contracts including any necessary addenda, based on recommendations and upon board approval.
2. Coordinate the hiring of auxiliary and paraprofessional personnel to fill open positions.
3. Assist with hiring of professional personnel as needed.
4. Maintain employee service records and provide records as requested.
5. Maintain strict confidentiality of information.

**EQUIPMENT USED:**

Personal computer, printer, scanner, microfilm reader multi-line telephone, copier, shredder, and fax machine.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands/Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require frequent walking, standing, stooping, bending, and reaching. Occasional lifting and moving of moderate to heavy objects; Repetitive hand motions; Work with frequent interruptions; maintain emotional control under stress.

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

Employee Date

Supervisor Date