

DURANGO SCHOOL DISTRICT 9-R SUPPORT STAFF JOB DESCRIPTION

Job Title: Employment Specialist

Date Prepared: April 10, 2005 **Revised:** July 20, 2007

Pay Classification: E

Work Year: 12 months

Department: Human Resources

Reports To: Director of Human Resources

SUMMARY Plan, coordinate, perform, and improve district employment functions including advertising, processing of applications, verification of CDE licensing, authorization, receipt, and analysis of criminal background checks, orientation and training of employees, security badging, assignment of wages, insurance and employee benefits, generation of employment contracts and personnel action forms, reporting to external agencies, processing employment verifications, revision of district practices to comply with employment law, and preparing agendas for board of education approval of employment actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 10% Design job vacancy narratives in compliance with district policies, labor agreements, and state and federal law, disseminate postings for regular, part time, and substitute employees via print and electronic advertising to district, state, local, regional, and national markets. Establish the advertising schedule and interact with district supervisors to support posting deadlines. Update and post job descriptions. Develop and manage advertising budget.

- D 10% Design and perform employee, substitute, coach, and contractor orientations which include training in critical district policies and completion of required legal documents. Inspect work documents, verifying authenticity for federal and state agencies, notarizing oaths and other forms as required. Revise orientation process to remain in compliance with employment law. Maintain security database, Determine security restrictions, and produce identification badges and access keys for employees, volunteers, contractors, substitutes, coaches, and other school partners.

- D 10% Function as a help desk and resource center for principals, directors, and other district employees regarding open positions and the employment process; transfers, employee benefits, support staff development schedules, selection committee processes, work calendars, salary schedules, employee forms and information. Respond to emails, phone calls, and other inquiries in a timely and efficient manner. Act as an information and referral resource for CDE licensing, CTE credentialing, and PERA employee benefits.

- D 15% Process applicant applications and materials, maintaining an electronic database and its security access to supervisors for use in screening candidates for job vacancies. Train district supervisors in use of applicant database. Determine validity of application materials, contacting applicants for verification and resubmission. Develop application procedures, application forms, and support materials. Purge database annually.

- D 15% Maintain employee database, electronically authorizing wage assignments for to the payroll specialist, insurance assignments to the insurance specialist, and email/network assignments to the technology administrative assistant. Generate employee contracts and personnel action forms. Revise database to update employee records. Act as records custodian, determine employees to archive or inactivate. Manage document archives and document retention and disposition program in accordance with schedules determined by the State Archivist.

- D 10% Maintain accurate employee leave and absence database; calculate, maintain, and report leave balances to payroll for annual payouts, retirements, resignations. Manage an interactive online substitute finding system. Fill vacancies on a daily, short term, and long-term basis, interacting with administrative assistants and supervisors at school sites to place highly qualified substitute teachers and support staff. Manage leaves as allowed by district policies and labor agreements. Initiate substitute license applications and track license expirations. Perform reference checks on one-year substitute authorization applicants. Interact with the Fort Lewis College Department of Education, providing training to students and facilitating the substitute authorization process.

- M 5% Evaluate education credits and apply to horizontal movement, maintain educational credit data, assign wage increases as appropriate, perform semi-annual audits and report costs to negotiating teams.
 - W 5% Manage the department of human resources budget and coordinate expenditures with the nursing services, health grants, and Medicaid budgets. Process purchase orders, provide financial reports to the director of human resources, and recommend journal entries and other adjustments to budget to promote greater efficiencies. Determine the need for Medicaid reimbursement training for special education service providers.
 - W 5% Design, implement, manage, and update webpages related to individual assignment and responsibilities. Develop formats, interactive elements, forms, linking to web-based and in-house electronic resources; improve access to department forms and information by employees and the public, train employees in the use of and access to electronic resources developed by the human resources department.
 - W 5% Process fingerprints and background checks through the Colorado Bureau of Investigation and electronic sources, flag arrest records and perform further investigation to determine safety of students and suitability of the applicant, employee, volunteer, or contractor to perform duties in the school setting. Conduct investigations into substitute employee conduct to determine suitability of continued employment and consider corrective actions. Interact with local, regional, and state courts to determine dispositions of arrest records and recommend action to the director of human resources.
 - M 5% Design and generate statistical reports regarding employment, staffing, positions, education, license expirations, leave usage as required by the superintendent and board of education. Maintain records according to law, producing records for inspection and audit by district, Colorado Department of Labor, Colorado Commission on Civil Rights, Colorado Unemployment Division, or other state and federal agencies. Produce, submit, revise, and certify reports for the Colorado Department of Education, Equal Employment Opportunity Commission and other agencies according to required timelines.
 - M 5% Organize periodic employee events which include, but are not limited to, training for first aid/CPR/AED certification, annual retiree dinner, annual new employee orientations and convocations, periodic volunteer processing events, annual job fairs for certificated staff, professional development training for support staff and substitutes. Develop and manage training budgets.
- Ongoing: Perform other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING AA or BA degree in business administration, human resources, personnel management, or related fields preferred. Coursework, training, or experience in human resources functions required, which may include courses leading to PHR or SPHR certifications or CTE credentials. Any combination of education, training, and experience which provides the require knowledge, skills, and abilities to perform the essential job functions of the position.

EXPERIENCE Two years experience in human resources operations, employee recruiting, credentialing/licensing, or applicable employment functions, including background security, leave management, orientation and training, Experience in a public school setting preferred.

SKILLS, KNOWLEDGE, & EQUIPMENT Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive and professional work climate. Employs a commitment to customer service and student safety. Ability to contribute to the success of the department of human resources and eagerness to improve operations are essential to success in this position. Able to perform multiple tasks simultaneously with interruptions. Understanding of the basic principals of human resource operations, an absolute commitment to confidentiality and privacy, and a dedication to customer services are necessary skills. Commitment to the accurate processing of detailed employment information required. Operating knowledge of and experience with microcomputers and general office equipment. Experience with internet based applications, complex electronic personnel data, absence management, and substitute placement systems. Customer service skills include the ability to provide timely, appropriate, and specific information to applicants and employees using a polite and respectful demeanor that communicates respect and a genuine interest in meeting the needs of clients. Verbal and written communication, interpersonal, organizational, analytical, and

strong math/accounting skills. Operating knowledge of and experience with microcomputers, Microsoft Office, fax, email, and copiers required.

CERTIFICATES, LICENSES, & REGISTRATIONS Colorado Department of State Notary Public Certificate required within 2 months of hire. Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certifications desirable.

DECISION MAKING Work is assigned by the director of human resources. Decision making requires organizational, attention to detail, and prioritizing tasks, and using knowledge of district, state, and federal employment policies, procedures, and laws to coordinate the recruiting process and to ensure requirements are followed.

CONSEQUENCES OF ERROR Errors in decision making could include failing to include a qualified candidate in the screening process, hiring someone who does not meet requirements or background check standards, and/or failing to comply with employment laws or district policies, resulting in additional time and cost associated with rectifying errors, lawsuits against the District, investigations by outside agencies, adverse media attention, and/or loss of reputation in the community. Errors in decision-making could include submitting late, untimely, or inaccurate payroll information, insurance assignments, sick and personal leave allotments causing loss of wages or benefits to employees or their families. Inaccurate or delayed processing of new hires can lead to delays in providing student services; errors in judgment concerning security could result in jeopardizing the safety of students and adults in the school community;

COMMUNITY RELATIONS Daily contact with teaching, support, and administrative staff to handle routine internal matters; with applicants and the general public to process inquiries, answer questions, and provide forms and information; with public agencies, cabinet, administrators, and the board of education to furnish information. Weekly contact with the print and electronic media to place advertising and with professional staff outside department to maintain relationships.

SPAN OF CONTROL This position has shared supervisory responsibilities of substitute staff with district supervisors and the director of human resources.

EDUCATIONAL DELIVERY Provides support to schools and students by hiring quality employees, ensuring district employees and teachers are qualified to work with children in an educational environment, and ensuring district compliance with state and federal laws and guidelines. Provides support and direct services to district employees in management of employee benefits, labor contract provisions, leave requests transfer opportunities and job reassignments.

COMPLEXITY OF WORK Work is assigned by Director of Human Resources and by principals and department heads via job vacancy requests. Requires independent thinking, interpersonal and communication skills, and consistency to fairly and appropriately interpret and apply district, state, and federal hiring laws and guidelines. This position interacts with the district safety compliance officer, members of the board of education, payroll specialist and insurance specialist to provide information and coordinated services for employees.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, compute, use interpersonal skills, and negotiate. Frequently required to copy, instruct, synthesize, evaluate, and negotiate.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.