



Job Description

Job Title:	Human Resources Specialist				
Department:	Finance	Salary Schedule:			
FLSA Status:	Non-exempt	Days/Year:	12 months	Hours/Day:	TBD
Reports To:	Chief School Financial Officer	Supervises:	NONE		

Job Goal:

Assists in the administration of human resources services for the school system employees.

Essential Duties and Responsibilities:

- Responsible for entering and processing personnel actions including but not limited to hires, leaves of absence, changes in status, terminations, and retirements.
- Compiles, reviews and updates employee certification data and initiates renewals as needed.
- Maintains independent or any other contract personnel services.
- Facilitates the completion, collection and submission of all required forms and documentation for pursuing alternative routes of teacher certification.
- Assist CSFO with maintaining salary schedules and supplements .
- Processes I-9 employment eligibility and New Hire Reporting for all new hires.
- Assists the CSFO with position control, including verification and updating of personnel units.
- Responsible for reporting job vacancies and maintaining application portal.
- Assists with recruitment, events, and pre-screening of all applicants.
- Responsible for compiling all personnel actions and verifying qualifications.
- Prepares personnel items for the Board agenda as appropriate.
- Responsible for onboarding, including new employee orientations, and verifying personnel actions upon Board approval.
- Performs accurate salary calculations and adjustment based on experience, degree, employment date, transfers, duties and responsibilities or other criteria as appropriate.
- Assists payroll department as needed to ensure accurate and timely salary payments and adjustments.
- Sets up/updates employee benefits and deductions and assists employees, retirees and their family members with any status changes and life events requiring notification with appropriate insurance carriers and retirement systems.
- Completes State forms, EXP and other experience verifications on request.
- Maintains and secures all paper and electronic personnel files.
- Maintains and ensures updates to all personnel software and personnel forms.
- Maintains appropriate confidentiality regarding school/workplace matters.
- Perform other job-related duties as required.



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Qualifications (minimum education, licensure, skills, and/or experience):

- Bachelor’s degree from accredited college or university with major coursework in a business-related field.
- Minimum 5 years work experience in finance or human resources.
- Knowledge of and experience with Alabama education certification laws and policies and guidelines is preferred.

Physical Demands:

Requires light work exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently. The job involves sitting most of the time.

Note: This job description is subject to change at any time. While this job description reflects delegation of essential duties and responsibilities, it does not exclude or restrict management’s right to assign or reassign tasks, duties, or responsibilities to this job at any time.