

## **HUMAN RESOURCES SPECIALIST**

### **GENERAL RESPONSIBILITIES**

Responsible for planning, organizing and assisting with the development and maintenance of Human Resources programs for the school division to include: recruitment, staffing, pre-employment and volunteer background checks, classification, compensation, new employee and substitute onboarding, employee evaluation, staff training and professional development, and other assigned areas.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Participate in and travel to employment fairs/events to recruit and interview teacher candidates.
- Supervise, train and evaluate the performance of assigned staff; interview and recommend applicants when an assigned staff vacancy occurs.
- Serve as the point of contact or participate in various task forces, committees, and project teams as directed.
- Confer with administrators to resolve personnel problems, interpret regulations, policies, and procedures.
- Facilitate Onboarding sessions for new employees and substitutes.
- Coordinate and participate in departmental activities including special recognition events, workshops, transfer fairs, etc.
- Collaborate and promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the division and the department.
- Communicate with customers efficiently and effectively to ensure good customer service.
- Keep abreast of the latest developments and innovations in technological processes, products, and programs related to HR functions.
- Perform related work as required.

### ***Examples of Other Essential Duties and Responsibilities:***

#### **Classification and Compensation**

- Prepare, manage and conduct classification and compensation surveys/studies as appropriate for the school division to ensure competitive wage and salary structures.
- Review and recommend compensation for new hires and promotions.
- Develop, write, revise and maintain job descriptions.
- Conduct research, analyze information, and compile statistics and other data regarding position classification, job analysis, external and internal equity, and reclassifications.
- Assess and complete job audits and reclassifications for the school system.
- Analyze and make recommendations for proposed reorganization of departments.

#### **Professional Development, Staff Training and Evaluation**

- Develop, revise, and manage programs and processes for effective employee evaluation instruments/systems.
- Serve as the internal point of contact regarding the latest developments and innovations in technological processes, products, and programs related to HR functions.
- Establish and implement innovative staff development, workshops, and training to strengthen the professional skills of administrative and non-instructional employees.
- Facilitate workshops and provide resources for employees regarding various human resources policies and procedures.
- Administer and maintain guidelines to review, distribute, and track funds for professional development activities.

**Recruitment**

- Establish innovative recruitment and retention strategies and programs; conduct internal job fairs and participate in external recruitment fairs, conferences, and activities to recruit applicants; coordinate recruitment and travel schedules for all recruitment trips.
- Plan, develop, implement and manage onboarding activities for newly hired employees and substitutes.
- Coordinate the placement (i.e. observation, practicum, guidance interns, and student teachers) of university students throughout the schools division utilizing established guidelines and procedures.
- Coordinate the placement of administrative interns for the school division.
- Facilitate the VBCPS Future Teacher Award and Contract and serve as the department’s liaison for the Virginia Teacher for Tomorrow program and the Early Childhood Education Program.
- Supervise the substitute office and the hiring process for homebound tutors.

**Staffing**

- Perform duties associated with position control and staffing, posting of vacancies using the electronic applicant tracking system, screening of applicants to ensure eligibility for hire, validation of experience credit and references, preliminary salary schedule placement, extending job offers, and other areas as assigned.
- Coordinate with principals and department managers in planning for staffing needs; recommend assignment of employees and review personnel requests for appropriateness.
- Ensure that vacant positions are staffed with qualified applicants in a timely manner.
- Process personnel actions (i.e. transfers, promotions, dismissals, status changes, retirements, leave, etc.) in accordance with division policies and regulations and other applicable laws.
- Prepare paperwork and documentation, as needed, for employees on work visas; work with the division’s immigration attorney to secure visas and green cards.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the philosophies, principles and practices of public personnel administration; thorough knowledge of research, data analysis and report presentation techniques; thorough knowledge of current Federal and State laws and regulations applicable to public school employment; knowledge of current technology applications as it applies to personnel management and staff training; knowledge of training and current delivery methods; ability to establish and maintain effective relationships with school officials, employees and the general public; ability to analyze facts and present recommendations effectively in oral and written form; ability to plan, supervise and review the work of subordinates; ability to establish, implement and monitor operational procedures relevant to personnel record management.

**EDUCATION AND EXPERIENCE**

Requires a Master's Degree in school administration, human resources, or a related field; extensive experience as an administrator in a school system is preferred.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

FLSA status: Exempt	Description: Rev. 9/11
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