

## **Hobbs Municipal Schools Job Description**

**Position:** HR Specialist - Classified Staff

**Supervisor:** Assistant Superintendent of Human Resources

### **General Job Description:**

Under indirect supervision, the HR Specialist is responsible for the processing of new classified employee information, maintenance of Skyward and NOVA accountability systems, assurance employee personnel files are in compliance with Federal and State Regulations and laws.

### **Qualifications:**

1. High School diploma or GED
2. Bachelor's degree in Human Resources or related field preferred.
3. Experience in Human Resources or equivalent field.
4. Two years' experience in educational or related field.
5. Knowledge of Employment Laws and changes that affect school employment.
6. Valid Drivers' license

### **Essential Duties and Responsibilities:**

1. Process new employees; generate employee contracts, including salary calculation and salary placement; verify completeness of files, i.e. transcripts, past work experience, licensure requirements, education, etc.; process new employee letter.
2. Process and submit HR Personnel agenda for Superintendent's approval.
3. Process and issue contract adjustments as a result of changes in education, assignment (verification of previous employment and/or increment assignments).
4. Coordinate annually and ongoing increment requests with supervisors/principals for Superintendent's approval; create and distribute increment contracts.
5. Process changes in employment status of employees including but not limited to Resignations, Retirements, Terms/Non-Renew and Leave of Absence.
6. Provide monthly reports of employment activity, i.e. New Hires, Resignations, etc. to the Superintendent and Assistant Superintendent of Human Resources.
7. Process transfers for all classified contract employees.
8. Assist with un-employment hearings.
9. Complete Employment Verification forms.
10. Complete Loan Forgiveness Applications.
11. Annually coordinate employee re-election lists with building supervisors/principals for Superintendent's approval; create and distribute annual employee re-election notices and contracts.
12. Annually coordinate distribution of district service pin awards including verification of service, ordering and distributing pins and creating certificates signed by the HMS Board of Education and the Superintendent.
13. Coordinate District retirement banquet including scheduling, notification via printed invitations, and ordering gifts.
14. Maintain any necessary changes to Skyward in regards to setup and maintenance.
15. Knowledge of computer systems, including databases and word processing programs.
16. Personal and professional task management through the use of technology.
17. Perform Notary Public duties.
18. Maintain confidentiality with sensitive matters.
19. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
20. Report to work on time and work no less than 8 hours per day.
21. Work independently with very little supervision.
22. Complete others tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.