



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON/STAUNTON CITY SCHOOLS
POSITION DESCRIPTION

JOB TITLE: Human Resources Specialist	LOCATION: City Hall
IMMEDIATE SUPERVISOR: Chief Human Resources Officer	PAY SCALE: Grade 14
	FLSA STATUS: Non-Exempt

SUMMARY:

This position provides the technical and administrative support for Staunton City Schools and the City's Human Resource programs including recruitment and employment, teacher licensure, training, compensation, benefits, workers' compensation and classification. Works closely with the Human Resources Generalist for Staunton City Schools and City of Staunton Finance Department specific to payroll tasks and the Virginia Retirement System. This position is eligible for consideration of a telecommuting agreement.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Co-manages Staunton City Schools' web-based programs including but not limited to SafeSchools, TalentEd Products, and ESS;
- Co-manages the VDOE Licensure Process; works with school personnel in verifying, obtaining and recertification of licenses;

- Co-manages advertisement, recruitment and hiring activities for City and Schools; advises the Chief Human Resources Officer and principals/supervisors on recruiting and retention strategies; this would include use and management of social media platforms for recruitment purposes for both City and Schools; provides information about job openings; logs, reviews, verifies and processes employment applications; responds to applicants concerning job status and actions taken; prepares/processes new hire documentation in concert with the HR Generalist for SCS;
- Assists in job evaluation processes (classification and compensation studies/reviews) of City and School positions;
- Completes annual salary and benefits analysis of regional localities;
- Analyzes trends in employee compensation/benefits;
- Assists in responding to employee inquiries about but not limited to: FMLA, FLSA, COBRA, policies/benefits, worker's compensation; provides HR Generalist SCS information to make employee payroll decisions under FMLA and worker's compensation;
- Maintains personnel, licensure, recruitment, EEO, Workers' Compensation, performance plans, training and other records;
- Assists with new hire orientations including background checks; provides benefits information and enrollment forms to new hires; prints, sorts, assembles/distributes appropriate forms, handbooks, policies, and other documents associated with employee orientation packet;
- Plans/directs substitute program with ESS including maintain and entering data into SAMS; develops and maintains an active roster of qualified substitute personnel;
- Processes employee medical forms/requirements and maintains employee medical files (i.e. track Hepatitis B vaccines/boosters/tetanus);
- Is responsible for event, employee recognition (support staff), committee and activity coordination including but not limited to employee wellness fair, end-of-of year employee recognition programs;
- Assists in maintaining City/School HR website;
- Assists with maintaining the school board personnel agenda;
- Assists with managing the volunteer program;
- Assists with the administration of department budget; processes account's payable and billing memos for the department;
- Prepares and submits mandated reports such as Virginia state new hire reporting;
- Prepares and distributes annual and continuing employment contracts including stipends associated with extra-curricular activities and athletics;
- Assists with providing letters of intent for all school staff to determine upcoming staffing needs;
- Provides customer service support to internal and external customers;
- Orders and checks-on supplies and materials; Processes and prepares requisitions, purchase orders, and check requests;

- Assists employees and management staff by answering questions, interpreting policies and procedures and providing updates on various programs, benefits, regulations etc.;
- Provides clerical support by greeting visitors, answering phones, maintaining files, purchasing supplies, maintaining accounting and budget records;
- Models nondiscriminatory practices in all activities;
- Performs related duties as assigned by the Chief Human Resources Officer/Assistant Director of Human Resources in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of laws and regulations governing personnel/school services including FLSA, FMLA, ADA, and EEO and Teacher Licensure; ability to record and organize statistical data, apply logical sequence to the analysis and resolution of an issue; intermediate software skills including Microsoft Office Suite and HR information system. Has the ability to communicate orally and in writing; ability to deal with information in a confidential manner; general knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic. Thorough knowledge of division programs and policies; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Minimum of an Associate's Degree in human resources or related field or equivalent amount of training and experience.

SPECIAL REQUIREMENTS:

Candidate must possess good moral character. Must be a Notary Public or be eligible to obtain.

PHYSICAL DEMANDS/REQUIREMENTS:

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for

preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Human Resources Officer/Assistant Director of Human Resources. Staunton City Schools/City of Staunton reserve the right to update, revise or change this job description and related duties at any time.

EVALUATION

The Chief Human Resources Officer will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief Human Resources Officer

Date: 2020