

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Human Resource Specialist- Auxiliary/Substitute	<b>Exemption Status/Test:</b> Nonexempt
<b>Reports to:</b>	Chief Human Resources Officer	<b>Clerical/Tech Pay Grade:</b> 7 (226 Days)
<b>Dept./School:</b>	Human Resources	<b>Date Revised:</b> 06/08/2022

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**Primary Purpose:**

Under moderate supervision organize and manage the routine work activities of the HR department office and provide clerical support to the Chief Human Resources Officer and other staff members. Monitors access to human resource (HR) records and maintains proper security and confidentiality. Maintain and operate the substitute calling system and process related documentation for the district. Act as the point-of-contact at the district for substitutes.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, data entry, word processing, and file maintenance  
Ability to use software to develop spreadsheets and databases and do word processing  
Ability to prioritize workflow to address the multiple needs of the supervisor or the department  
Ability to multi-task numerous complex administrative activities  
Ability to implement rules and procedures related to substitutes  
Mastery of the English language usage – both oral and written  
Basic math skills  
Excellent organizational skills  
Effective communication, and interpersonal skills  
Bilingual preferred

**Experience:**

Five years of clerical experience, preferably in public education human resources environment

**Major Responsibilities and Duties:**

**Substitute Management**

1. Operate the automated substitute system, including data entry and generation of reports (e.g., substitute lists, absences reports, and utilization reports)
2. Provide training and support to all users of substitute system to ensure correct usage.
3. Receive and process requests for substitutes and schedule substitutes as needed to ensure coverage of staff absences.
4. Maintain active and inactive substitute list and distribute to campus principals and secretaries.
5. Prepare, distribute, receive, and process substitute applications. Assist with screening of substitute applicants.
6. Schedule, organize, and participate in substitute orientations.

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7. Monitor long-term substitute assignments for benefits eligibility and certification requirements, and notify director of human resources when parent notification is required.
8. Prepare, distribute, receive, and file substitute employee evaluation forms.

**Records, Reports, and Correspondence**

9. Prepare and submit information required for processing substitute employee payroll, and work cooperatively with payroll and other HR staff to ensure accuracy of leave reports, substitute pay, and eligibility for health insurance coverage.
10. Prepare correspondence, forms, manuals, schedules, and reports for the Chief Human Resources Officer and other department staff members.
11. Prepare and distribute or post job vacancy announcements and advertisements.
12. Administer new hire packets and onboarding paperwork and verifying completeness and notify those with incomplete information.
13. Process and receive criminal history record information, references, and other application materials, including verifying completeness of files and notifying those not selected for employment.
14. Prepare and distribute letters of reasonable assurance.
15. Assist with the preparation and distribution of employment contracts
16. Maintain electronic and physical files for auxiliary, substitute and other assigned employees including receiving and routing of changes (e.g., name, address changes).
17. Preparation and maintenance of auxiliary employee service records and requests for official district records, including maintaining log of requests for records, retrieving documents, copying, and mailing records.
18. Prepare, distribute, process and maintain volunteer applications and records.

**File Management**

19. Maintain the district position control data system in an accurate and efficient manner.
20. Receive and process all auxiliary personnel requisitions including reconciling vacancies with approved staff allocations, verifying accuracy of information, and adding new positions as directed. Identify and resolve inconsistencies.
21. Enter, update, and maintain accurate position data to include assignments, reassignments, salary changes, and separations.
22. Monitor auxiliary staffing levels on an ongoing basis. Compile staffing data and prepare status reports as required.
23. Maintain files for assigned employees and applicants, including receiving and routing of changes (e.g., name, address changes).
24. Process requests for official district records, including maintaining log of records requests, retrieving documents, copying, and mailing records.

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25. Ensure Employee budget coding and pay coding is in accordance with administrative regulations and business office guidance in employee database.
26. Prepare and maintain employee service records.
27. Enter and update employee information in central database.
28. Compile pertinent data as needed when preparing various federal, state, and local reports.
29. Prepare and distribute or post job vacancy announcements and advertisements.
30. Administer the records storage and destruction process of personnel records following established records retention schedule and requirements of the Texas State Library and Archives Commission. Assist with the purging of records and coordinate imaging of inactive HR records.

**HR Support**

31. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.
32. Maintain HR information database to ensure that employee information is accurate, current, and reliable.
33. Maintain position control system in an accurate and timely manner. Reconcile job descriptions with position control to ensure that there is a job description for every job. Follow up with supervisors to make certain that job descriptions are reviewed and updated on a regular basis.
34. Receive and process applications, including verifying completeness of files and notifying those not selected for employment.
35. Process new hire paperwork including criminal history information, references, and other application materials.
36. Assist with maintaining the online interview platform for positions.
37. Assist with all recruiting efforts for the District.

**Accounting**

38. Perform routine bookkeeping for the department and assist with the preparation of the human resource department budget.
39. Order and maintain supplies for the Human Resources department; process purchase orders for department.

**Other**

40. Greet visitors and assist employees and applicants with completing applications and required paperwork.
41. Maintain a schedule of appointments and assist with scheduling interviews and meetings.
42. Make travel arrangements for department.
43. Prepare staff directories and ensure distribution.
44. Serve as receptionist for G-PISD Administration when main receptionist is at lunch or absent.

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- 45. Maintain confidentiality of information.
- 46. Has regular in person attendance and complies with notification of procedures for absences.
- 47. Follow district safety protocols and emergency procedures.
- 48. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light to moderate lifting and carrying (less than 44 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_