

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

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

Primary Purpose:

Provide support for daily human resource operations. Verify and monitor certification status of applicants and employees. Confirm district compliance with state certification and licensing requirements. Handle routine HR inquiries and provide responsive and knowledgeable assistance to employees.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to understand and implement certification rules and procedures

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to perform basic math

Mastery of both oral and written English with the ability to write general correspondence

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:

Certification and Licensing

1. Process teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
2. Assist Principals, Chief and Coordinator of human resources (HR) in identifying appropriate certification requirements for teacher assignment according to SBEC assignment criteria.
3. Track certification, testing, and permit status and follow-up with employees to ensure completion of certification requirements within established timelines. Process SBEC permit applications and monitor permit status.
4. Research and maintain current information on SBEC and Every Student Succeeds Act (ESSA) rules, certification requirements and processes, and testing dates.

File Management

5. Maintain the district position control data system in an accurate and efficient manner.

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6. Receive and process all personnel requisitions including reconciling vacancies with approved staff allocations, verifying accuracy of information, and adding new positions as directed. Identify and resolve inconsistencies.
7. Maintain active and inactive employee accounts in substitute management system.
8. Administer new hire packets and onboarding paperwork and verifying completeness and notify those with incomplete information.
9. Enter, update, and maintain accurate position data to include assignments, reassignments, salary changes, and separations.
10. Monitor staffing levels on an ongoing basis. Compile staffing data and prepare status reports as required.
11. Maintain files for assigned employees and applicants, including receiving and routing of changes (e.g., name, address changes).
12. Process requests for official district records, including maintaining log of records requests, retrieving documents, copying, and mailing records.
13. Ensure Employee budget coding and pay coding is in accordance with administrative regulations and business office guidance in employee database.
14. Prepare and maintain employee service records.
15. Enter and update employee information in central database.
16. Compile pertinent data as needed when preparing various federal, state, and local reports.
17. Prepare and distribute or post job vacancy announcements and advertisements.
18. 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

19. 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.
20. Maintain HR information database to ensure that employee information is accurate, current, and reliable.
21. 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.
22. Receive and process applications, including verifying completeness of files and notifying those not selected for employment.
23. Process new hire paperwork including criminal history information, references, and other application materials.
24. Assist with maintaining the online interview platform for positions.

25. Assist with all recruiting efforts for the District.

Accounting

26. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.

27. Assist with the preparation of the human resource department budget.

28. Prepare purchase order and payment authorizations.

Reports and Correspondence

29. Assist with the preparation and distribution of the employee handbook as directed.

30. Prepare correspondence, forms, and reports according to district standards and requirements.

Other

31. Make independent decisions in the absence of the supervisor that align to administrative regulations, practices and laws.

32. Maintain a schedule of appointments and assist with scheduling interviews and meetings.

33. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.

34. Serve as receptionist for G-PISD Administration when main receptionist is at lunch or absent.

35. Greet visitors and assist employees and applicants to complete applications and required paperwork.

36. Prepare and distribute employment contracts.

37. Maintain confidentiality.

38. Has regular in person attendance and complies with notification of procedures for absences.

39. Follow district safety protocols and emergency procedures.

40. 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; imaging equipment

Posture: Frequent walking, standing, bending/stooping, and reaching. Occasional 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

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 _____