

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Human Resources Support Specialist (Confidential)		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Human Resources Director
EDUCATION:	High School Diploma or GED Equivalent Associates Degree or higher preferred	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	260 Days/Year 8 Hours/Day		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>Under general supervision, performs complex secretarial duties and routine administrative duties in direct support of the Human Resources Director, and performs related duties as assigned.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
2. Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
3. Greets individuals entering the office (e.g. visitors, staff, parents, applicants, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location.
4. Receive, sort, and distribute mail and other documents to department staff as needed.
5. Place orders for supplies and materials and maintain inventory.
6. Make travel arrangements for department.
7. Coordinate recruitment trips and prepare recruitment packets.
8. Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions.
9. Assist with the purging of inactive HR records.
10. Responsible for electronic archiving and ongoing management of personnel records.
11. Department data entry and data retrieval specialist.
12. Process bills received, obtain payment authorization and route accordingly.
13. Perform monthly reconciliation of all Procurement Cards associated with the Human Resources Department.
14. Prepare ID badges for district employees.
15. Serves as the student transfer secretary.
16. Secretarial duties for the Professional Development Committee.
17. Provide District Notary Services.
18. Maintain certified tutor employment files and records for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position and complying with mandated requirements.
19. District specialist for AESOP (Frontline) implementation and certified substitute management.
20. Train Secretaries/Administrators on use of AESOP (Frontline).
21. District specialist for EDUStaff implementation and certified substitute management to include bi-weekly invoice processing.
22. Process all certified KCEA hires/rehires for employment, including completion of all required employment forms, misconduct verification, licensure verification, etc.
23. Set up new certified employees' files.
24. Monitor certified licensure status, provide expiration reminders, and process required PEER forms verifying professional experience and professional development units.
25. Provide certified staff, payroll, and administrators with part time certified pay adjustments relating to in-service and conference days.
26. Maintain all certified staff directories including district, building, and grade levels.
27. Perform annual review of certified personnel files to ensure accurate salary placement and job history.

28. Evaluate and determine educational advancement salary schedule placements for certified staff and process required paperwork to payroll. Distribute annual district credit memorandum to certified staff.
29. Annually determine certified staff eligibility for longevity pay and communicate eligibility to payroll department.
30. Maintain certified staff seniority lot numbers and process annual lot draw.
31. Create and submit all district sponsorship and communication letters to TSPC as necessary to obtain and maintain licensure.
32. Maintain lists of KCEA personnel contract placement; annually provide Board Secretary with contract information to provide to the Board of Directors
33. Notify KCEA employees of annual board action associated with individual contracts, distribute and track receipt of fully executed employee contracts to ensure placement in personnel files.
34. Track certified evaluations are submitted to Human Resources and filed appropriately.
35. Annually update secondary certified staff personnel files with class schedule information for TSPC PEER form processing.
36. Assists in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.
37. Serves as backup for annual classified time verification processor.
38. Serves as backup for the Human Resources Executive Assistant.
39. Maintain confidentiality of information.
40. Regular attendance is an essential function of this position.
41. Other duties as assigned.

SPECIAL KNOWLEDGE/SKILLS:

Highly proficient skills in keyboarding, word processing, data entry, and file maintenance
 Sufficient language and writing skills to prepare varying types of correspondence
 Basic math skills
 Advanced MS Excel knowledge and experience
 Ability to develop spreadsheets and databases
 Must have experience with multiple database systems
 Willingness to travel to meetings and trainings
 Knowledge and experience in Oregon Record and Retentions Laws
 Certified Oregon Notary Public or ability to obtain in a timely manner
 Knowledge of Oregon’s Teacher Standards and Practices Commission website, application process, endorsement and license guides
 Strong familiarization with AESOP (Frontline Technologies) software

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.	x				
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance:					
If required, lifts over <u> 75 </u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.				x	
51-75 lbs.	x				
76-100 lbs.	x				

> 100 lbs.	x				
Maximum amount carried by worker without assistance:					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				x	
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker:					
Distance: <u>100</u> ft Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>100</u> % of the time	/ Works Outside _____% of the time.
Temperature Extremes: Yes or No (Circle One)	
Works on or around moving machinery or mechanical parts: Yes or No (Circle One)	

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist				x	
Crouch/Squat				x	
Kneel			x		
Crawl		x			
Walk-Level Surface					x
Walk-Uneven Surface	x				
Climb Steps	x				
Climb Ladder	x				
Work at Heights	x				
Reach at or Above Shoulder			x		
Reach Below Shoulder					x
Use of Arms					x
Use of Wrists					x
Use of Hands					x
Grasping/Squeezing					x
Operate Foot Controls	x				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				x			
Standing				x			
Walking				x			
Change Positions				x			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

KCSD/jd Human Resources Support Specialist-Confidential 2020

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date