

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Human Resource Assistant Senior (M74)	Job Family: 10
Department: Human Resources	Lane Placement: 8
Supervisor's Title: Administrator, Human Resources	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8 Hours
Business Administrator Approval: <u>[Signature]</u>	Date: <u>7-17-2018</u>
ADA Review: <u>[Signature]</u>	Date: <u>7.13.18</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7/13/18</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>7/17/18</u>
Original date: <u>07/13</u> Revised: <u>07/18</u> Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the Administrator of Human Resources, the **Human Resource Assistant Senior** will provide leadership, assistance, direction and training to other employees in the HR department. Will provide support to HR Administrators. Will review and audit work completed by HR assistants to ensure accuracy and completeness. Will complete established or requested reports summarizing relevant HR information. Will process electronic employment applications for licensed and classified employees. Will create and maintain employee personnel files. Will meet, greet and serve as a resource to all employees, potential employees and patrons, and will provide exceptional customer service.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide assistance and training to HR staff and other employees as needed. Provide direct support to HR Administrators.
- Review and audit electronic employment documents completed by HR assistants to ensure accuracy and completion.
- Complete a variety of established or requested reports summarizing relevant HR information.
- Process electronic employment documentation for licensed and classified employees.
- Prepare for and present employment information to new employees.
- Work closely with school and department personnel to ensure accurate information and proper documentation is received, processed and distributed.
- Create, maintain and audit electronic employee personnel files. Collect and record employment documents. Ensure accuracy and completion of employee demographic information. Scan and index employee documents ensuring accuracy and timeliness.
- Process fingerprints for employees and patrons.
- Answer phone calls and provide information related to employment to employees, potential employees and patrons.
- Prepare and distribute written communication, a monthly HR newsletter and other essential documents as assigned.
- Must be able to accurately calculate and enter contracts into Skyward, verify I9's and perform e-verify functions, perform employment verifications, run reports, analyze data and report findings as requested, assist in the development of presentations and publications, process and maintain fingerprint process, etc.
- This position requires punctual and regular daily attendance.
- Demonstrate competence in both verbal and written communication skills and problem solving abilities.
- Must demonstrate exceptional customer service skills and interactions.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in business, human resources or a relate field plus four years of experience in an office environment with demonstrated competency and a basic Human Resource knowledge, or an equivalent combination of education and experience.
- Supervisory experience preferred.
- Skyward experience required. Training experience preferred.
- Must demonstrate competence in reading, writing, math and technology.
- Ability to accurately enter, manipulate and retrieve large amounts of data stored into a computer.
- Requires knowledge of all Microsoft Office programs.
- Required the ability to prioritize and organize tasks to meet deadlines.
- Requires excellent interpersonal skills. Positive interacts with personnel, school staff, parents, students and the public in general.
- Requires leadership skills and the ability to establish a professional and friendly atmosphere.
- Requires ability to coordinate communication between individuals and groups.
- Requires good problem-solving skills.
- Requires ability to meet deadlines while handling frequent interruptions.
- Requires ability to maintain confidentiality.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, computers, copier, fax, scanner, etc.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The employee is frequently required to sit; reach with hands and arms. May occasionally stoop, kneel, or crouch. The assistant is frequently required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision and color vision.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.