

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Human Resource Lead (M77)	Job Family: 10
Department: Human Resource Department	Lane Placement: 10
Supervisor's Title: Administrator, Human Resources	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8 Hours
Department Approval: <u><i>[Signature]</i></u>	Date: <u>6-6-13</u>
ADA Review: <u><i>Jenele Masten</i></u>	Date: <u>6-24-13</u>
Human Resources Approval: <u><i>[Signature]</i></u>	Date: <u>6-12-13</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>6/24/13</u>
Original date: <u>02/13</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Administrator of Human Resources, the **Human Resource Lead** provides administrative support to the department administrators and acts as the office manager for a large department. Evaluates employee performance and is an authorized evaluator under the Jordan Classified Evaluation System. Will provide input into training, hiring and promotion decisions. Will type correspondence, complete District and State reports, screen telephone calls, schedule meetings, prepare itineraries and make appointments. Incumbent assists with preparation and monitoring of budgets and, within guidelines, acts as a resource for policy, study results, reports, etc.

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

ESSENTIAL FUNCTIONS

- Provide administrative support to the department administrators and act as the office manager for a large department.
- Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Provide input into training, hiring and promotion decisions. Direct the day to day work of multiple contracted and hourly employees. Assist in resolving personnel issues.
- Type correspondence, complete District and State reports, screen telephone calls, schedule meetings, prepare itineraries and make appointments.
- Assist with preparation and monitoring of budgets and, within guidelines, act as a resource for policy, study results, reports, etc. Provide administrator information regarding budget status.
- Maintain confidential and sensitive records.
- Within guidelines, act as an information source regarding policy, study results, reports, and other documents for the Board of Education, District Administrators, principals, teachers, all area school secretaries, the business community, patrons and the general public.
- Enter and process purchase orders.
- Act as a resource for other personnel in the District about procedural questions regarding Human Resource functions.
- This position requires punctual and regular daily attendance.

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 requested.
- Requires an Associate's Degree in human resources, business, or equivalent training PLUS a minimum of five years previous related work experience with demonstrated competency in a variety of human resource functions and data processing or an equivalent combination of education and experience.
- Supervisory experience preferred.
- Requires advanced interpersonal skills including diplomacy, tact and social judgment. Incumbent has extensive contact with District Administrators, Board members, State Office of Education personnel, consultants, teachers, business services, school and District Office staff, patrons and the general public.
- Requires ability to organize and prioritize work.
- Requires ability to communicate both orally and in writing with clarity and precision (e.g. training, answering questions, composing letters, etc).
- Requires verified data entry skills.
- Requires ability to schedule multiple tasks, satisfying multiple priorities and meeting multiple deadlines. Requires problem solving and analytical skills.
- Requires demonstrated computer software skills (e.g. word processing, spreadsheets, and databases).
- Requires strong bookkeeping and accounting skills.
- Experience using the current District payroll system required.

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:

- Simple to complex finance-related business equipment. Copier, Computer, ten-key, etc.

Physical Requirements – Not limited to the following:

- While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle, feel and reach with hands and arms.
- May be required to lift up to 20 pounds.

- 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.