

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

01/16	<u>STAFFING SPECIALIST</u>	TBD
Effective Date	Job Title	Index

Primary Function:

To develop, review, modify, and carry out the administrative processes related to the employment of District personnel. To establish and maintain complete and accurate records of all employment activities.

Supervised By:

Executive Director of Human Resources and/or appointed designee(s)

Essential Functions:

- E-1 Oversees the day-to-day implementation of District employment policies and procedures.
- E-2 Coordinates, prepares, and executes offers of employment and hiring of staff.
- E-3 Prepares and submits applicable School Board action documents and other notices related to employment and staffing.
- E-4 Processes staff requests for resignation and retirement.
- E-5 Analyzes, evaluates, and makes determination for salary placement according to the District's policies and rules, applicable Collective Bargaining Agreements (CBAs), and state laws.
- E-6 Assists the Executive Director and/or appointed designee(s) in the preparation and processing of annual staffing allocations for schools and sites.
- E-7 Represents the Human Resources department on assigned District and/or statewide committees
- E-8 Provides on-going support and training to all district staff on issues related to employment policies and procedures.
- E-9 Responds to verbal and written inquiries from administrators, District staff, other school districts, state and federal agencies, and the public.
- E-10 In coordination with the Executive Director of Human Resources and/or appointed designee(s):
 - Directs and oversees the work of assigned support personnel.
 - Trains and develops assigned support personnel.
 - Supports and assists in the completion of the evaluation process for assigned support personnel.
- E-11 Provides support to the Executive Director of Human Resources and/or appointed designee(s) in:
 - Research, analysis, and developing recommendations for Human Resources operations.
 - Interpretation of District policies and rules, Oregon Revised Statutes, and Collective Bargaining Agreements.
 - Review and analysis of district file and record information.

Additional Functions

- A-01 Performs other duties as assigned.

Minimum Qualifications:

Knowledge of:

- Principles and practices of human resource management and personnel administration.
- Applicable collective bargaining laws, rules and contracts.
- Laws, rules, policies and procedures and other provisions affecting assigned area of responsibility.
- Federal and state employment laws and administrative rules.
- Principles and practices of management, research, work organization and simplification.
- Principles and practices of planning, coordinating and reviewing the work of others.
- Analytical methods and techniques.
- Modern office practices, procedures, computer equipment, and software.

Ability to:

- Exercise independent judgment in making technical and procedural decisions regarding work organization and assignment, work methods and work products.
- Independently research, compile and analyze complex information and to prepare written communication and reports.
- Operate a computer and utilize district-adopted software to enter, revise and retrieve information and to formulate methods of collecting and presenting information.
- Analyze and resolve procedural and technical problems and develop and implement plans and procedures.
- Develop and maintain procedural systems and controls.
- Evaluate and establish work priorities and coordinate work assignments.
- Coordinate the work of others and assist in evaluating the performance of employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

- Five or more years of progressively responsible experience in human resources management and personnel administration.

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, human resources management, public administration, education, or a related field.

Work Environment

Climate controlled office setting and exposure to moderate noise intensity levels. High level of contact with district personnel and the community.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salary Level:

Placement on the current Salem-Keizer Public Schools Professional/Technical employee salary schedule.

Evaluation:

Performance of this position will be evaluated according to the District's process for the evaluation of Professional/Technical personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____