

## Job Description

**Job Title:** Human Resources Specialist – Support Staff    **Supervisor:** Coordinator for Support Services Staffing  
**Position Code:** MN53    **Pay Grade:** 33  
**Job Classification:** Non-Exempt    **Contract Length:** 245 Days

### Job Summary

The position will support recruitment activities for non-instructional support staff in the Human Resources Department. Position is responsible for data entry and data processing, provides interview support, works within the applicant tracking system, reporting, and oversees the division's drug/alcohol testing program.

### Essential Duties

1. Enter, troubleshoot, and correct personnel actions for all support staff employee types into the Human Resources Information System to include but not limited to new hires, resignations, retirements, terminations, transfers, salary adjustments and supplements.
2. Notifies appropriate Coordinator when background checks are unsatisfactory and contacts state and national law enforcement agencies as necessary.
3. Assists Coordinator of Support Services Staffing and Supervisor of Employment Services with special projects and events.
4. Assist in the development of an annual recruitment plan for assigned recruitment positions.
5. Provides information to applicants and maintains a current knowledge of school division facilities and programs, job opportunities, incentives, benefits, compensation and duties/qualifications of jobs.
6. Facilitates interviews to include preparing and distributing interview information, referring qualified applicants to appropriate administrators for consideration and provides day of interview support, as needed. Provides selection recommendation to hiring coordinator, when appropriate.
7. Manage the transfer/assignment of non-instructional support staff.
8. Reviews online employment applications in the applicant tracking system and job boards for assigned positions.
9. Responds to legal requirements and/or requests regarding file documents.
10. Manages the division's drug/alcohol testing program to include explaining testing policy, distributing forms to supervisors, receiving test results from lab, and maintaining records and audit trails.
11. Serves as the lead HR Technician and in this capacity, functions as a resource and mentor to other HR Technicians. Will assist with development of training plans for HR Technicians, when appropriate.
12. Maintains records associated with background checks and testing.
13. Completes various HR reporting.
14. Prepares and issues Employee ID badges.
15. Supports annual Transportation contract distribution. Distributes new hire contracts and responds to inquiries on reprints or copies.
16. Provides answers to routine inquiries and general human resources questions.
17. Responsible for data processing and maintenance of human resources supplemental databases.
18. Prepares files and maintains personnel records.
19. Serves as backup for front desk coverage.
20. Provides clerical support to the Coordinator for Support Services Staffing or other staff members as needed.
21. Schedules appointments and meetings as needed.
22. Maintains a high level of confidentiality.
23. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs other duties as assigned by the Coordinator, Supervisor or appropriate administrators.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)**

Must possess a Bachelor’s degree in Human Resources, Business Administration, or a related field or any equivalent combination of experience, training and education. Knowledge and experience of human resource functions is strongly desired. Must possess knowledge of standard office practices, procedures, customer service skills, data entry and clerical techniques. Must possess a demonstrated record of success in dealing with the public/employees and handling sensitive issues. Must be proficient in Microsoft Word and Excel. Previous MUNIS experience preferred. Must possess the ability to handle a considerable amount of detail and successfully complete multiple, simultaneous tasks in a fast-paced environment. Must possess excellent communication skills necessary to positively interact with visitors, administration and employees. Ability to advance with changing technology as it becomes available.

**Working Conditions and Physical Demands**

Duties are performed in an office environment. Must be able to sit for long periods. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials. The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** None

**Supervision Received:** Coordinator of Support Services Staffing

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

05/2022 CR