

Job Description

Job Title: Human Resources Specialist (ER)
Position Code: 4N35
Job Classification: Non-Exempt

Supervisor: Supervisor of Employee Relations
Pay Grade: 30
Contract Length: 245 Days

Job Summary

Position is responsible for supporting employee relations initiatives, district-wide employee recognition programs, employee incident investigations, performance assessment for staff, worker's compensation, unemployment claims, Americans with Disability Act request, data compilation, and reporting.

Essential Duties

1. Compiles data and develops responses to employee grievances and EEOC charges.
2. Maintains all documents for worker's compensation and Americans with Disability Act (ADA). Track ADA annually.
3. Monitors, maintains and provides operational support for the performance assessment program for all staff.
4. Completes unemployment claims request and participates on behalf of the school division in unemployment hearings.
5. Assists with event planning of service awards, retirement banquet and United Way functions for NNPS.
6. Scans and maintains employee relation documents in file and database.
7. Collects, maintains and reports all data related to employee relations to include workers' compensation, employee relations, turnover, new employee orientation and exit interviews.
8. Collects and maintains OSHA data for worker's compensation. Completes workers' compensation OSHA annual report.
9. Collects data and submits annual state EEOC-5 report.
10. Collects data and submits Virginia Department of Education reports.
11. Processes workers' compensation claims. Communicates with employees, workers' compensation vendor and Assistant City Attorney on claims.
12. Responsible for preparing and distributing materials for the safety awareness initiative.
13. Coordinates all training provided by HR and prepares training materials.
14. Maintains a high level of confidentiality.
15. Performs applicant background checks for potential new hires.
16. Serves as the backup for processing department budget and invoices.
17. Schedules appointments and meetings as needed.
18. Completes general clerical task of general correspondence, filing, and making copies.
19. 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.)

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. Knowledge and experience of human resource functions is strongly desired. Must possess strong technical skills to compile data into graphs and reports. 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 of time. 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 which 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: Supervisor of Employee Relations

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties 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. The Human Resources Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor 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

Revised 01/19 CR