

## JOB DESCRIPTION

### Fayetteville City School System

#### HUMAN RESOURCES

##### Purpose Statement

This job was established for the purpose/s of delivering human resource services to employees and staff regarding policies and regulations; addressing a variety of issues and/or providing general support; maintaining records, files and databases of personnel actions, evaluations, longevity and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Director of Schools.

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##### Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. processing applications, transfers, personnel records, verifying employment, orientation, contracts, compensation schedule, FMLA etc.) for the purpose of conforming to district policies and relevant laws.
- Communicates with other employees, departments, administrators, applicants, and the public for the purpose of providing information and assistance concerning employment, transfers, recruitment, personnel records and administrative processes as well as completion of forms.
- Coordinates employment process (e.g. tracking of staff as compared to budget, processing applications) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Informs employees and applicants regarding a variety of procedures and program requirements (e.g. benefits, hours of work, time off, general work expectations, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and /or referring to someone else if appropriate.
- Interprets a variety of written materials (e.g. references, employment records, education code and employment regulations, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Maintains manual and electronic documents, files and records, (e.g. personnel records, employee lists, unemployment billing statement, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors personnel record keeping procedures (e.g. recruiting, hiring, placing, paying personnel, etc.) for the purpose of ensuring compliance with established guidelines.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, data inputting, transmitting, telephoning, taking messages, responding to written and verbal inquires, etc.) for the purpose of supporting the needs of the department.
- Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, employee handbooks, personnel transactions for inclusion in the monthly Board packets, etc.) for the purpose of providing documentation to others.
- Processes documents, data and materials (e.g. unemployment claims, supplements for payroll, etc.) for the purpose of disseminating information to appropriate parties and inputting data.

- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests from directors and various state and federal agencies.

### **Other Functions**

Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; codes, regulation & laws related to the job functions; office equipment/software; English grammar, punctuation, spelling, vocabulary; organizational structure design; and bookkeeping/accounting practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups, work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting schedules/deadlines; adaptability/flexibility, communication with persons of diverse backgrounds/knowledge/skills; maintaining confidentiality; dealing with frequent interruptions; decision making, detail oriented; innovation; multi-tasking; organizing; prioritization; reliability, taking initiative; and teamwork.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 30% walking. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience required with increasing levels of responsibility is desired.

**Clearances:** Criminal Justice Fingerprint/Background Clearance.

**Education:** High School Diploma or equivalent.

**Required Testing:** Pre-employment Proficiency Test.