



EMPLOYEE NAME: _____

Revised: 5/00; 4/01; 7/02; 10/02; 6/03; 11/03; 6/04; 6/05; 2/06;
10/12; 6/18; 8/21

JOB DESCRIPTION

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| POSITION TITLE: HR Specialist | JOB CODE: 474B |
| DIVISION: Human Resources | SALARY SCHEDULE: Office Clerical/Technician Annual |
| DEPARTMENT: Employment | WORK DAYS: 238 |
| REPORTS TO: HR Supervisor | PAY GRADE: Rank VII (NCT7) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Coordinate the employment process and related services provided to applicants and District employees. | |

REQUIREMENTS:

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| 1. | Educational Level: High School Diploma or GED |
| 2. | Certification/License Required: None |
| 3. | Experience: 1-year experience in Human Resources or School Secretary position |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication skills; organization; planning; public relations; computer technology; working knowledge of Georgia Educator Certification requirements |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Creates and runs queries to identify new applicants; conducts initial screening to determine appropriate applicant status within the HR Applicant Management Systems for employment processing. |
| 3. | Coordinates employment for all hiring actions or changes to include processing Employee Action Forms and employment applications, checking references, updating information in the HR Applicant Management Systems, and running certification statuses; uses the HR Applicant Management Systems to enter and retrieve applicant and employee information and upload applicant data into Munis for processing. |
| 4. | Provides superior customer service; greets visitors, determines the nature of business and refers to the appropriate colleague or department; answers employment questions via emails, voice mail, or in person based on knowledge of the organization and District policies and procedures; serves as back up for the HR Representatives. |
| 5. | Retrieves information from the HR Applicant Management System workflow and posts new vacancies to the District’s website; post vacancies to Indeed when requested; serves as a liaison with schools and divisions to handle and questions or offer assistance completing hiring documents in the HR Applicant Management Systems; removes vacancies when requested; maintains the Job Master Database with updated job descriptions. |
| 6. | Maintains accurate information for statistical purposes; uses database management software and other tools to produce reports; generates reports to support HR and District information needs. |
| 7. | Serves as a liaison for staff by providing assistance with HR job fairs and application inquiries. |
| 8. | Collects and verifies GaTAPP mentor logs and processes the GaTAPP mentor stipend payment. |
| 9. | Maintains the substitute database with information for clinic substitutes; disseminates information to schools and clinic substitutes as needed. |
| 10. | Manages the HR Applicant Management System query to determine Clinic substitute email orientation invitations. |
| 11. | Provides support to the Supervisors of Human Resources for all employment and application actions. |
| 12. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____