

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: HUMAN RESOURCE SPECIALIST – RECRUITING/EMPLOYMENT/STAFFING**

#### **HUMAN RESOURCE DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs professional, paraprofessional, administrative and technical duties in Employment, Staffing and Recruiting. Work involves serving as the primary Human Resource representative for assigned sites; assisting applicants, employees, administrators, and the general public with recruiting, hiring, licensure, and compensation. Position facilitates the hiring process by maintaining complex files and records regarding current positions, assists in screening for qualified applicants, and processing required documentation to approve nominees for employment with the district. Position facilitates the licensure process to ensure required educator's licenses are maintained. Position facilitates the compensation process by setting compensation for staff in accordance with current procedures. Reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assists in developing a pool of qualified applicants for existing and potential vacancies; reviews applications to determine eligibility for employment.

Analyzes credentials to determine the applicants' and/or current employees' eligibility for North Carolina educator, administrator, or technical licensing.

Implements the hiring process for all employees including tutors, non-faculty coaches and substitutes.

Completes State licensure applications; explains employment status, licensure status, Beginning Teacher (BT) status, salary, benefits status and answers applicants'/employees' general questions regarding employment.

Serves as a District licensure specialist. Answers licensure questions, maintains license information, and acts as liaison between NCDPI, Regional Alternative Licensing Center and GCS employees. Processes license requests for employees based on licensure policies and procedures, including but is not limited to license renewals, license extensions, new teacher licenses, changes in experience, educational level and/or name changes, etc.

## **HUMAN RESOURCE SPECIALIST – RECRUITING/EMPLOYMENT/STAFFING**

Participates in recruitment fairs and hiring events.

Determines appropriate contract status, Beginning Teacher (BT) status, type of educator's license for which to apply and salary level placement for all new hires.

Prepares and issues employment contracts and letters for newly hired employees and responds to questions regarding the hiring process.

Assists with the onboarding process for new employees.

Prepares payroll documentation to ensure employees are compensated appropriately; communicates with payroll technician when salary changes are necessary.

Prepares contract renewals for licensed personnel upon recommendation of principal or superintendent.

Drafts correspondences such as appointment letters; employee contracts; change of assignment letters; licensure expiration letters.

Explains local, state and federal policies and procedures related to recruitment, hiring, licensure, and compensation procedures.

Posts vacancies and maintains current vacancy list for assigned sites.

Provides update of continuing education credits for licensed employees.

Assists supervisory staff and other employees with questions regarding vacant positions and personnel matters.

Approves and processes extended employment for faculty and non-faculty employees including coaching, tutoring, summer school, etc.

Resolves audit exceptions involving licensure for the district.

Sets and adjusts longevity dates for employees according to state guidelines.

Responds to questions regarding the evaluation process including due dates, experience level of teachers and acceptable forms; verifies completion of evaluations according to local and state guidelines.

Conducts exit interviews with employees.

## **HUMAN RESOURCE SPECIALIST – RECRUITING/EMPLOYMENT/STAFFING**

Assist in district position allocation process.

Assists with training of Administrators on Human Resources tools, policies and procedures.

Utilizes human resources management systems to track/maintain employee position and applicant data.

Attends meetings as necessary for assigned departments.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's Degree or Undergraduate degree in human resource management, business administration, public administration or related field preferred, and 6 to 9 years of related experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read correspondence, reports, forms, manuals, etc. Requires the ability to prepare reports, correspondence, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

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**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the staffing process and related personnel policies and procedures.

Considerable knowledge of the process for filling vacant positions in the school system.

Considerable knowledge of State and Federal licensure requirements for teachers and other licensed positions.

Considerable knowledge of State and local procedures and processes associated with substitute employees.

## **HUMAN RESOURCE SPECIALIST – RECRUITING/EMPLOYMENT/STAFFING**

General knowledge of the school system's recruitment and hiring processes.

General knowledge of State and local salary administration policy and procedures.

General knowledge of the principles of organization and administration.

General knowledge of Local, State, and Federal funding sources and budget codes.

Skill to operate a computer.

Ability to prepare employee contracts.

Ability to maintain complete and accurate records and complex files.

Ability to type accurately at a moderate rate.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to follow both oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.