

Human Resource Specialist

Qualifications: High School Diploma
One year or more payroll experience
Working knowledge of Maine State Retirement System
Fast and accurate 10-key speed
Strong attention to detail

Reports to: Business Manager

Job Goal: To assist District employees in completing the enrollment process for benefits, meeting requirements for certification, and maintaining employee records.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Performance Responsibilities:

1. Completes onboarding of new hires and assists with benefits sign up.
2. Assists with the off boarding process of employees
3. Enters new employee information into Ease. Frontline, and NEO.
4. Processes and maintains CHRC records.
5. Processes and maintains professional certification of employees in NEO and ADS .
6. Processes and maintains course pre-approval paperwork and communicates with staff when additional documentation is needed.

7. Presents agenda and supporting documentation for PLCSS Committee and records meeting minutes.
8. Maintains records for mentor program.
9. Processes and maintains records for Family Medical Leave Act.
10. Prepares, processes, and maintains instructional, administrative, and non-instructional personnel contracts.
11. Drafts, distributes, processes, and maintains letters of assurance.
12. Responsible for administration of all employee benefits programs, including Open Enrollment and working with various vendors.
13. Maintains confidentiality.
14. Assist Payroll Specialist as needed.
15. Perform other related accounting functions as required
16. Maintains postings for job openings both internally and externally.
17. Receives, processes and maintains job applicant files.
18. Performs other related HR functions as required.

Terms of Employment: Salary, length of work year and working conditions to be established by the Board of Directors.

Evaluation: Performance will be evaluated in accordance with School Board Policy.

Adopted: October 2020