



David Douglas School District #40
Classified - Job Description

HUMAN RESOURCES ADMINISTRATIVE SPECIALIST - MULTNOMAH EARLY CHILDHOOD PROGRAM (MECP)

Schedule: 8 hours per day / 12 months per year / 262 Days per year
Class: 19

POSITION PURPOSE

Provides administrative support to the Human Resources Manager on MECP Classified and Licensed personnel matters. Also provides record keeping and organization services for the Human Resources Department. This position handles confidential and sensitive information related to staff and salaries.

NATURE AND SCOPE OF RESPONSIBILITIES

- Greet and assist applicants and district personnel that come into Human Resources
- Answers telephone and responds to inquiries
- Use a variety of software to include applicant tracking, onboarding system and other human resource information systems
- Establish and maintain database and spreadsheets of MECP applicants and personnel
- Manage the onboarding of all staff returning from leave of absence
- Manage, administer and score paraprofessional tests
- Maintain Human Resource Information System records and compile reports from database
 - Process classified personnel action forms maintaining accuracy of data
 - Prepare and organize data reports
 - Update all Licensed transcript evaluations
 - Update state licenses in Infinite Visions
 - Track and prepare Classified MECP employee evaluation reports
- Assist in yearly Infinite Visions (HRIS) rollover and clean-up of classified staff
- Send out TSPC license renewal notices to MECP Licensed staff and Administrators
- Process and track tuition reimbursement requests and leave forms
- Collaborate with human resources team members to develop effective recruitment strategies
- Manage Classified and Licensed MECP job descriptions verifying accuracy on an ongoing basis
- Initiate job postings while tracking vacated positions utilizing and maintaining department systems in compliance with district policy and collective bargaining agreements; receive applicant resumes and supporting documents; evaluate and determine applicant qualifications to include licensure and certification when required
- Assist MECP leadership team in screening candidates as needed and/or directed
- Oversee and ensure hiring practices support equal opportunity regulations and achieve diversity goals in recruitment of candidates following the District Strategic Hiring Plan
- Handle all administrative tasks for onboarding and new hire orientation of Classified and Licensed MECP employees, including entering data into Infinite Visions (HRIS) and auditing for accuracy and compliance
- Assist in processing Classified and Licensed MECP resignations, retirements and leave of absences
- Help with all aspects of the yearly Educator Fair
- Attend job fairs and recruitment events
- Prepare Classified Staff Position Report for Oregon Department of Education
- Completed employment verification forms for previous classified employees
- Prepare sexual disclosure forms for signature
- Provide back-up to the Leave Coordinator for MECP Leaves
- Provide assistance in maintaining MECP work calendars



NATURE AND SCOPE OF RESPONSIBILITIES cont.

- File personnel records as needed
- Make photocopies, fax documents and perform other clerical functions
- Stay current with system information, changes and updates
- Act as back up for other Human Resources department staff and assist as needed
- Establish and maintain effective communication within human resources and the district office to ensure coordinated action, efficiency, and high morale
- Perform other duties, as assigned

QUALIFICATIONS

- High school diploma
- 21 years of age or older
- Educational institution (Pre-k – grade 12) work experience and background preferred
- Associate degree in human resources, public or business administration, or related field and three years of increasingly-responsible salary administration, staffing, or records experience, including salary placement, and/or applicant processing and recruitment or any combination of experience and training which provide the knowledge, skills and ability required to perform the work
- Prior experience in office practices and procedures
- Comprehension of applicable state and federal laws related to human resource management laws, reporting, collective bargaining, credit and/or experience reporting
- Knowledge of rules, regulations, and procedures governing school staffing, salary records and administration, salary placement, and/or recruitment and applicant processing based on established criteria
- Knowledge of public education positions, transcripts, and credits
- Proficient in computer operation and use of computer programs involving databases and spreadsheets; use of telephone, calculator, fax, copier, scanner and other office equipment
 - Ability to learn and implement a variety of software programs
 - Ability to create effective presentations
- Problem solving - Ability to identify and resolve problems in a timely manner and gathers and analyzes information skillfully
- Interpersonal Skills -
 - Ability to exercise sound judgement and maintain a high degree of confidentiality with regards to all district-related matters and records
 - Remains open to others' ideas and exhibits willingness to try new things
 - Ability to establish and maintain effective working relationships
 - Ability to be self-motivated and work independently with minimal supervision
 - Demonstrates leadership skills and is effective in customer service
 - Exhibits excellent critical thinking, evaluation and analytical skills
- Oral communication – Ability to speak clearly and persuasively in positive or negative situations, demonstrating group presentation skills, effective public relations and ability to conduct meetings
- Written Communication - Capability to edit work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information
- Planning/organizing - Ability to prioritize, organize and coordinate multiple tasks/projects simultaneously meeting established timelines for each using time efficiently while developing realistic action plans
- Quality control - Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability - Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
- Dependability -Is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
- Safety and security - Actively promotes and personally observes safety and security procedures, and uses equipment and materials properly



ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips to files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use: telephone, computer and other office equipment for extended periods of time.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.