

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Human Resources Data Specialist: Classified

DEPARTMENT: Human Resources (HR)

REPORTS TO: HR Coordinator: Classified

POSITION SUMMARY: Provide support to the HR Coordinator, while providing general resource information for ISD staff. This position requires knowledge of computer systems, District Regulations and Procedures, the ability to assume responsibility, and the ability to work effectively and independently under pressure while maintaining confidentiality.

ESSENTIAL FUNCTIONS:

- Serve as a general information resource to administrators, certificated and classified staff on issues relating to human resources and negotiated agreements.
- Utilize various data base applications; create reports and surveys using multiple software applications, and coordinate projects using technology.
- Maintain the District Staff Directory and the HR Website.
- Provide support to the HR Specialist with HRM Portal utilization and the post-interview hiring processes.
- Input new employees into Skyward.
- Provide data support for employment contract processing.
- Support the HR Specialist in maintaining and updating the job descriptions data bank.
- Provide contractual information of unrepresented positions to building supervisors in a timely manner.
- Assist with preparation and processing of supplemental contracts for classified staff.
- Assist in the maintenance of all electronic personnel files.
- Collect building files for staff separating from service and retention of documents as appropriate.
- Act as the webmaster for HR including publishing visual HR information.
- Conduct New Employee Orientation in conjunction with the HR Coordinator, Benefits Coordinator, and union leadership.
- Support the processing of unemployment claims as needed.
- Manage the notice of reasonable assurance letters for classified staff.
- Serve as a research assistant for the Executive Directors in HR.
- Verify information for employees and departments as requested. Generate data-mining reports as needed.
- Establish and maintain a strong working relationship with building administrators and staff.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree preferred. Five years qualifying experience may substitute for educational requirements.

EXPERIENCE: At least 3 years school district or human resources experience preferred. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Commitment to personal and professional growth as it relates to the ISD

CERTIFICATES AND LICENSES: None specified

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certifications, including ongoing training regarding the application of District, state, and federal regulations

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date