

**Killeen Independent School District  
Job Description**

**Job Title:** Auxiliary Human Resources Specialist  
**Reports To:** Director of Auxiliary Human Resources  
**FLSA Status:** Exempt

**SUMMARY:**

Maintains employment records for temporary employees; monitors and coordinates fingerprinting and criminal history background checks for all non-exempt employees; and assists with human resource functions for nonexempt employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Inputs all Auxiliary Personnel and temporary employee's information into the Safe Schools database.

Uploads fingerprint information into State Board of Educator Certification (SBEC) database for all auxiliary and temporary employees.

Maintains records of all fingerprinting appointments for auxiliary and temporary employees.

Monitors all criminal history databases (Safe Schools, Department of Public Safety (DPS) and SBEC).

Performs analysis of former employee rehire eligibility and communicates and responds to former employee concerning their eligibility for rehire.

Completes auxiliary employment verifications.

Administers applicant testing for auxiliary applicants.

Conducts in-processing and on-boarding of auxiliary employees.

Completes service records in accordance with state and local policies and procedures.

Serves as department webmaster including the publishing of auxiliary job descriptions.

Organizes and maintains catalog of Auxiliary job descriptions to ensure that the most recent and updated job descriptions are easily obtained and categorized accurately.

Performs other duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in human resources or related field preferred or Associate's degree with 3 years of experience in human resources required.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations and apply sequential problem solving skills in isolating trouble areas.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Revised Date:** January 22, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.