

Killeen Independent School District Job Description

Job Title: Human Resources Specialist
Reports To: Director for Human Resources Operations
FLSA Status: Exempt

SUMMARY

Analyze data and prepare reports and records to ensure compliance for multiple human resources functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Responsible for all duties related to former and previous employees' Service Records, including collection, validation, analysis, and reporting.

Creates and signs Service Records.

Oversees processing of Loan Forgiveness documentation.

Oversees processing of Employment Verification documentation.

Serves as the direct contact between the District and other districts requesting service records.

Other typical human resources compliance tasks.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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 required; five years' experience with Human Resources preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret guidance from governmental and other professional authorities on subject matter, as well as technical procedures, applicable laws and district policies and regulations. Ability to communicate effectively (verbally and in writing). Ability to draft professional reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, teachers, co-workers, and employees.

MATHEMATICAL SKILLS

Ability to interpret multiple related documents and calculate cumulative accruals with accuracy. Ability to calculate figures and amounts such as totals, satisfaction of minimum thresholds, proportions, and percentages. Ability to apply concepts to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.

OTHER SKILLS AND ABILITIES

Ability to implement policy and procedures.

Ability to interpret data.

Ability to use software to develop spreadsheets, perform data analysis, and do word processing.

Ability to develop and deliver training to adult learners.

Ability to explain complex concepts to end user clients, such as supervisors, co-workers, and employees.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close-up work with computer video displays. During peak seasons of demand, may require longer working hours.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate with potential distractions from open seating office space.

Revised Date: October 21, 2021

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.