



**JOB DESCRIPTION**  
**Human Resources Personnel Specialist**

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The Human Resources Personnel Specialist under the direct supervision of the Executive Director for Human Resources, ensures district compliance with state certification and licensing requirements, works under general supervision to verify and monitor certification status of applicants and employees, and communicates frequently with applicants, administrators, and outside agencies.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Three years clerical experience in a related field-payroll/human resources preferred

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Knowledge of school district organization and operation preferred

**KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to implement certification rules and procedures
- Proficient skills in keyboarding, word processing and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Ability to meet established deadlines

**DUTIES AND RESPONSIBILITIES:**

1. Prepares and documents permit applications.
2. Complies with all directives and procedures related to acquisition of certificates.
3. Is responsible for document maintenance for professional employees.
4. Assists in any way possible, in the acquisition of documents required for new professional personnel.
5. Computes salaries and stipend supplementals for all professional personnel.
6. Prepares and distributes professional salary worksheets and contracts annually.
7. Monitors contract status on professional employees.
8. Assists with accurate professional personnel counts and rosters for each district location.
9. Prepares personnel report including vacancies for Board meetings.
10. Communicates with TEA and SBEC concerning pertinent information applying to certification and service for funding.
11. Monitors progress of permitted employees, Alternative Certification Program, and one year certificate holders.
12. Maintains service records annually.
13. Monitors resignation information on professional employees, sends exit letters.
14. Creates yearly work calendar for professionals.
15. Inputs professional personnel information for an in-house database system.
16. Aids in preparing personnel directory.
17. Verifies employment of personnel to requesting agencies.
18. Determines No Child Left Behind (NCLB) Highly Qualified Status compliance.
19. Monitors certificate status for holders of standard certificates.
20. Sends new hire report to Attorney General of Texas.
21. Enters Alternative Certification Program fee information in Data System.

22. 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 required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to perform salary calculations, ability to communicate effectively (verbal and written), reason, understand verbal instructions and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Repetitive hand motions, prolonged use of computer and calculator, works with frequent interruptions, may work prolonged or irregular hours.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

Calculator

Personal computer

**Paraprofessional Pay Grade: 8**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: December 11, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*