



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Human Resources Specialist
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Reports to:	HR Administrators
School/Department:	Human Resources
Pay Grade:	Office Professional/CS5
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	January 2025

Primary Purpose:

Provides office professional support to employment procedures and tasks associated with staffing, certification/licensing, and onboarding of employees and positions and the receiving, processing, and maintenance of data, files and records of the district. Maintains proper security and confidentiality of information. Provides clerical services to the department heads and other staff members in HR as needed.

Qualifications:

Education/Certification:

- High school diploma or GED
- College hours related to human resources/business coursework or comparable from an accredited college or university recognized by the US Department of Education preferred

Special Knowledge/Skills:

- Knowledge of Federal, State, and local laws pertaining to employment
- Knowledge of standard office procedures and practices to include event and activity planning
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel software packages
- Skill in the use of an online application system (AppliTrack preferred), absence/substitute system (AESOP preferred), HR system (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in analytical, problem solving and project planning on a large scale.
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions in a fast paced and structured deadline environment
- Skill in English grammar, spelling and punctuation (written and verbal)
- Skill in using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences
- Ability to work independently, prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to comprehend complex and technical information and explain clearly to a wide variety of stakeholders
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to employees, administrators, District officials, co-workers, and the general public.



Experience:

- Three years of verifiable secretarial/clerical experience in a professional office setting with primary exposure in any combination of pre-employment/employment or related human resources area for a school district, university/college, or government entity is preferred
- Direct work experience using a Human Resource Information System (HRIS)
- Bilingual in Spanish preferred

Major Responsibilities and Duties:

Staffing, Certification/Licensing, Onboarding and File Maintenance

1. Prepare and conduct new hire orientation trainings for new employees.
2. Perform all activities associated with intake, scheduling orientations and training sessions.
3. Prepare, record, and distribute correspondence, forms, contracts, letters of intent, salary verification letters, and other documents needed for an employees file.
4. Research and maintain current information on SBEC rules, certification requirements and processes, testing dates, and other data checks.
5. Manage registration and communication for annual job fairs.
6. Assist applicants needing information concerning job postings and the online application system.
7. Maintain all electronic files for employees and applicants.
8. Verify completeness of files and notify employees of missing records.
9. Process requests for official district records, including maintaining log of requests for records, retrieving documents, copying, and mailing records.
10. Enter and update employee information in central database.
11. Respond to requests for verification of employment.
12. Manage the records storage and destruction process for the HR records following established records retention schedule and requirements.
13. Assist with the purging of records and coordinate scanning of HR records.
14. Prepare, validate, and submit transaction changes related to employment situations. This would include hires, transfers/assignment changes, terminations, resignations or retirements and other data changes.

Reports and Correspondence

1. Compile, analyze and interpret data and figures utilizing spreadsheets and/or other technology applications.
2. Maintain databases for new hires, terminations, transfers, certified, non-certified, and licensed staff.
2. Prepare correspondence, forms, records, and reports as requested.
3. Compile pertinent data as needed when preparing various federal, state, and local reports.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and the general public.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and the general public.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by a Director of Human Resources.
2. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies and innovations.



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3. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
4. Maintain an organized work environment.
5. May provide office professional support and serve in other Human Resources areas.
6. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

District telephone equipment, personal computer, printer, copier, scanner, fax machine, shredder

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Occasional overtime hours

Workload is deadline driven

Prolonged use of equipment and computer with repetitive hand motions

Office atmosphere may be noisy and hectic working in enclosed areas

Work with frequent interruptions during peak hiring periods

Contact with current and former district/campus employees

Requires performing tasks mostly sitting, some walking and standing, bending, and stooping

Work location assigned requires physical presence in office

Daily attendance and punctuality are essential functions of the job

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

Approved by _____

Date _____

Reviewed by _____

Date _____