



Position: Specialist Administration

Assignment: Human Resources Background Specialist

Wage/Hour Status: Non-Exempt

Reports to: Chief Human Resources Officer

Pay Grade: AS270/230 Days

Dept/School: Human Resources

Date Revised: Spring 2024

Primary Purpose:

Ensure district, TEA, state compliance for background clearance for employment in Texas Public Schools.

Qualifications:

Minimum Education/Certification:

- High school diploma, bachelor's degree preferred
- Bilingual preferred
- Must be able to pass state required training and certification for access to private information

Special Knowledge/Skills/Experience:

- Two years' experience or training in compliance related industry, preferred
- Demonstrate Microsoft Excel and Word skills
- Strong communication, public relations, and interpersonal skills
- Ability to interpret policy, procedures, and data
- Proficient computer skills and ability to use software for data entry and process documents.
- Strong interpretative and reasoning skills
- Ability to be detail oriented, prioritize, and work effectively under stress and frequent interruptions
- Ability to work independently with minimum supervision
- Must be able to maintain confidentiality and exercise discretion
- Prior experience processing fingerprinting and background checks preferred

Major Responsibilities and Duties:

- Interact with district employees, applicants, and prospective employees in a friendly, hospitable, and professional manner through all forms of communication including phone, written, and face to face.
- Facilitate all aspects of the departmental fingerprinting and background check verification process.
- Coordinate all criminal background history review for District employees, vendors, contractors, and volunteers.
- Maintain data entry for input and deletion of relevant information in Department of Public Safety, Texas Education Agency, and other personnel databases.
- Input and maintain employee data in personnel records systems.
- Work in collaboration with HR staff to ensure timely eligibility of employment for onboarding new hire employees.
- Coordinate and interact with vendors and governmental agency to assure district compliance.
- Initiate and prepare a wide variety of correspondence, forms, and reports.
- Communicate with principals, district administrators, and employees as appropriate.

- Assist records staff members as needed to ensure timely entrance of all employee records.
- Assist staffing specialists during new hire meetings.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals
- Work with laptops, scanner, multiline phone system, fax, fingerprinting equipment
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours
- Work with frequent interruptions; maintain emotional control under stress

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name