

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: HUMAN RESOURCE GENERALIST
CALENDAR: [HUMAN RESOURCE GENERALIST](#)
SALARY: [GRADE 13](#)

Job Goal:

Perform a wide variety of clerical and technical duties related to the recruiting, hiring and retention of staff employees.

Minimum Qualifications:

- High School diploma or equivalent plus post-graduate work in business or related fields
- Experience in Human Resources or related field is desired
- Ability to type accurately at an acceptable rate of speed and to operate standard office equipment including a computer
- Proficient in standard office software programs including Microsoft Word and Excel, PowerPoint, and Publisher.
- Knowledge of office procedures and practices
- Strong oral and written communication skills
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Perform a wide variety of clerical work including data entry, typing, filing, record keeping and preparing reports
- Maintain accurate employee personnel records on software system and on physical records (as needed)
- Perform background check on all recommended applicants including employment references and fingerprinting
- Conduct transactions with employees and the general public requiring a knowledge of rules, procedures, policies and activities
- Receive inquiries by telephone or in person and giving appropriate information
- Prepare reports, bulletins, directories
- Coordinate mentoring program for support staff
- Liaison to school sites and departments regarding support staff hiring
- Maintain a variety of files including applications and assures confidentiality
- Conduct orientation of new employees, including personnel, payroll and benefit overview
- Coordinate post-employment paperwork
- Assist the substitute coordinator and relieving on switchboard as requested
- Cross train/back-up for benefits
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Perform all duties in a safe and prudent manner as directed
- Operate and care for school districts' equipment properly
- Follow district policies as outlined

Core Values/Professional Qualities:

- Function effectively as a team member
- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Good human relations and communication skills
- Be responsible, reliable and punctual

- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Work with a large cross section of people in a professional and non-judgmental manner
- Support all Governing Board goals

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.