

ROCKFORD PUBLIC SCHOOL DISTRICT #205

Job Description

Job Title: Human Resources Generalist

Job Code: 3347

Department: Human Resources

Supervisor: Human Resources Manager

Date: May 29, 2019

FLSA Status: Exempt

Salary Grade: 6

Compensation Range: \$64,069 - 91,042 (Starting salary is expected to fall between \$64,069 and \$77,555, depending on qualifications and experience.)

PURPOSE OF THE POSITION: To assist in the effective management of employee relations, staffing, benefits, training, leadership development, and organizational effectiveness, regulatory compliance and special projects as required to each building and department district wide.

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES: *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. In addition to the requirements listed below, regular attendance is an essential function of this position.*

1. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives and parameters found in the Board's strategic plan.
2. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
3. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
4. Assists in the investigation of employee workplace situations or complaints, including claims of harassment, discrimination and policy violations.
5. Provides human resources counsel to employees on employee relations issues.
6. Administers employment policies and procedures in compliance with Board policies and applicable state and federal laws.
7. Assists in the coordination of employee programs and events.
8. Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the District.
9. Participates in developing department/building goals and objectives.

10. Assists to establish departmental/building measurements that support the accomplishment of the Districts strategic goals.
11. Assists with identifying and developing District training needs including new employee orientation, cross-training, and training transfer.
12. Provides necessary education and materials to administrators and employees including workshops, manuals, employee handbooks, and standardized reports.
13. Assists in the recruitment and placement process for the building/departments.
14. Monitors compliance of all existing governmental, labor legal, and reporting requirements including, but not limited to, any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA) and unemployment claims.
15. Assists with the monitoring of the districts wage and salary structure and the variable pay systems within the District.
16. Provides competitive market research and prepares pay studies to help establish pay practices and pay bands that help to recruit and retain superior staff.
17. Assists with employee communication and feedback through such avenues as meetings, suggestion programs, employee satisfaction surveys, one-on-one meetings and Intranet use.
18. Assists the Human Resources Department and/or building principal with special projects as assigned.
19. Works with Workers Compensation and Disability Coordinator or TPA to ensure that leaves of absences are being implemented in accordance with state and federal law and with District policy.
20. Maintains security of confidential information.

QUALIFICATIONS:

Bachelor's degree or higher from an accredited college or university in business or public administration, education, or related field preferred. A minimum of three years of progressively responsible experience in public school administration, public school district administration, or human resources required. Certification as a Professional in Human Resources (PHR or SHRM-CP) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to demonstrate qualities aligned to our core values of Character, Communication, Collaboration and Continuous Improvement.
2. Knowledge of federal and state labor and employment laws required.
3. Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations preferred.
4. Proven ability to successfully interact with all levels of employees, including senior level management, in a corporate environment.

5. Strong analytical, organizational and project management skills.
6. Excellent interpersonal and verbal and written communication skills.
7. Ability to maintain high level of confidentiality on sensitive issues, to interact effectively with management, and to adapt to changes in organizational responsibilities.

A comprehensive benefits package including:

- Medical, dental, vision, life and disability insurance
- Voluntary life insurance
- Paid Sick and Personal time
- Paid holidays
- Paid vacation
- Membership in the Illinois Municipal Retirement Fund (IMRF) or Teachers' Retirement System (TRS)
- Optional 403(b) plan
- Employee assistance program (EAP)

WORK CALENDAR: 12 Months

WORKING CONDITIONS:

Moderate in-district travel as well as intermittent in-state and out-of-state travel. Intermittent prolonged and irregular hours of work.

OTHER:

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

Physical Aspects of the Position (Check all that apply)

1.	X	Climbing – Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
2.	X	Balancing – Maintaining body equilibrium to prevent falling when waling, standing or crouching on narrow, slippery or erratically moving surfaces.
3.	-	Stooping – Bending body downward and forward by bending spine at the waist.

4.	-	<i>Kneeling</i> – Bending legs at knee to come to a rest on knee or knees.
5.	X	<i>Crouching</i> – Bending the body downward and forward by bending leg and spine.
6.	-	<i>Crawling</i> – Moving about on hands and knees or hands and feet.
7.	X	<i>Reaching</i> – Extending hand(s) and arm(s) in any direction.
8.	X	<i>Standing</i> – Particularly for sustained periods of time.
9.	X	<i>Walking</i> – Moving about on foot to accomplish tasks, particularly for long distances.
10.	X	<i>Pushing</i> – using upper extremities to press against something with steady force order to thrust forward, downward or outward.
11.	X	<i>Pulling</i> – Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
12.	X	<i>Lifting</i> – Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and required the substantial use of upper extremities and back muscles.
13.	X	<i>Finger use</i> – Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling.
14.	X	<i>Grasping</i> – Applying pressure to an object with the fingers or palm.
15.	X	<i>Talking</i> - Expressing or exchanging ideas by means of spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly.
16.	X	<i>Hearing</i> – Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery.
17.	X	<i>Repetitive Motions</i> – Substantial movements (motions) of the wrist, hands, and/or finders.

The Physical Requirements of the Position (Check one)

1.	X	Sedentary Work – Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2.	-	Light Work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rate for Light Work.
3.	-	Medium Work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
4.	-	Heavy Work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
5.	-	Very Heavy Work – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**The visual acuity requirements including color, depth perception and field of vision
(Check one)**

1.	X	Machine Operations – inspection, close assembly, clerical, administration. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection.
2.	-	Mechanics – Skilled tradespeople – This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills.
3.	-	Mobile Equipment – This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment.
4.	-	Other – This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

The Conditions the Worker will be subject to in this position (Check all that apply)

1.	X	The worker is subject to inside environment conditions.
2.	-	The worker is subject to outside environment conditions.
3.	-	The worker is subject to extreme heat or cold for periods of greater than one hour.
4.	-	The worker is subject to noise which would cause them to have to shout.
5.	-	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc.