

Human Resources Assistant

Primary Function

To maintain the smooth operation of the Department of Human Resources.

Organizational Relationships

Reports to the Administrator for Human Resources.

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Proficient skill in mathematics including basic computation, percentages, rates, and working with money.
- Demonstrated skill in working with the public and communications.
- Working knowledge of office technologies including phone, fax, and scanning.
- Proficient skill in the use of databases, spreadsheets, and word processing applications, including mail merge.
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public and co-worker relationships
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds
- Ability to physically type, manipulate a mouse, and operate a computer
- Ability to handle personnel information with confidentiality

Performance Responsibilities

1. Verifies classifications and salaries to the business office, including regular export of salary changes to the payroll department during each pay period.
2. Maintains the Employee Management section of the District Human Resources and Business Office database (Skyward), including generating work calendars, establishing annual salary matrices, track annual assignments, and other structural features.
3. Process annual salary increases for all certified and non-certified staff, including generating annual salary notification or contracts.
4. Track professional growth for teachers, process tuition reimbursement, and monitor lane changes.
5. Manage the Teacher Service Record (ISBE), ensuring accurate and timely completion of the reports.
6. Maintains files and database on applicants; file management consistent with requirements of the State of Illinois.
7. Tracks personnel changes and prepares monthly personnel report for the Board of Education.
8. Creates personnel reports, researches information for personnel and other departments.
9. Responds to questionnaires, surveys and requests for information from research or professional organizations.
10. Processes pension notification information and all other state and federal required notifications.
11. Sets up (with support from technology department) and maintains the Human Resource and relational databases (Skyward and File Maker Pro). Creates and generates reports as well as responds to new tracking needs by setting up fields or other structures.
12. Generates letters, memos, and other written correspondence sent from the Human Resources office.
13. Completes required state reports as assigned.
14. Perform various other related office duties as assigned by the Administrator for Human Resources.

Terms of Employment

260 work days. Salary and work year established by the Board.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.

7/2011