



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308
www.rbuesd.org

JOB POSTING

OPENING for HR GENERALIST

Confidential Position

DEFINITION

Under the supervision of the Director of Human Resources, this performs a variety of complex technical tasks and provides varied high-level administrative support of the various operational aspects of the Human Resources department. This includes increasing requirements for initiative and independence related to human resources activities for both classified and certificated staff in the areas of recruitment, selection, classification, and compensation. This position handles all of the administrative support elements of the employer-employee relations' matters requiring a great deal of discretion and discernment.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification:

- Perform technical and complex administrative support tasks related Human Resources function with the school district.
- Coordinate and administer the on-line recruiting system with direction and guidance from Human Resources staff including maintenance of all job postings and reference libraries.
- Manage the recruitment process through an on-line system. Responsible for initial screening, communication and coordination with screening panel and interview panel. Schedule all interviews.
- Provide technical assistance for administrators, applicants, and job seekers through the application and hiring process.
- Inputs, accurately, maintains and updates a variety of employee representatives, employers, applicants, and others as assigned for the purpose of extracting data for reports and preparing tables, graphs, and narratives.
- Coordinate and deliver an effective orientation, training, and development program for personnel as needed.
- Prepares a variety of reports ensuring accurate information is given to outside agencies, internal employees and Board Members.
- Serve as the main point of contact for new employees through the electronic on-boarding process. Responsible for ensuring new employees receive and fill out all required documents prior to start date.
- Administer all medical and worker's compensation leaves and coordinate benefits with payroll and outside entities.
- Coordinate employee benefit and worker's compensation programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, processing claims, return to work, etc.) for the purpose of ensuring maximum coverage to employees within contract specifications and complying with legal requirements and state statutes.
- Maintain worker's compensation files and records for the purpose of documenting actions and ensuring compliance with participating policies and mandated legal requirements.
- Maintain a variety of department calendars and make appointments as necessary.
- Provide information requested based upon discretion and departmental policies and procedures.
- Enter information and maintain a variety of databases including personnel files and related employer-employee relations information.
- Compile a variety of reports and statistical data for a variety of audiences including employer-employee relations negotiations.
- Create and prepare a variety of correspondence, documents, and forms independently with minimal direction.
- Establish and maintain filing/record keeping systems from both hard paper and electronic sources.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in human resources. Community College and/or vocational school degree with study in job-related area.
- Minimum of three (3) years' increasingly responsible personnel experience, preferably in education.

- A varied combination of applicable post-secondary education coursework and experience will be considered on a case by case basis.

KNOWLEDGE OF

- Current principles, practices, and trends in human resources with particular emphasis in an education setting.
- Education, labor, health/disability, and other laws, codes, rules and regulations related to classified and certificated personnel.
- Credentialing laws and certification of compliance issues.
- Modern office administrative and secretarial practices and procedures related to the Human Resources.
- Computer applications related to the work including: word processing, database, spreadsheet software, and web-based programs.
- Modern office administrative practices and procedures related to Human Resources.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.
- Workers' Compensation procedures, timelines and reporting regulations.
- Employee recruitment, selection, and orientation.
- Principles and practices of data collection and report preparation.

ABILITY TO:

- Maintain confidentiality.
- Plan, organize, assign, and coordinate personnel activities and staff; communicate effectively, orally and in writing.
- Establish and maintain cooperative working relations.
- Operate a computer for word processing and management of information systems.
- Understand the organization and operation of the school district and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Work effectively with constant interruptions.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

CLOSING DATE FOR FILING APPLICATIONS

Those interested please **submit the following information** to Don Boyd, Director of Human Resources at the RBUESD District Office, 1755 Airport Blvd., Red Bluff, by **Friday , March 12, 2021 4:00 pm**. We would like to encourage you to include additional job skills and information that address your qualifications for this position. Please be sure to include your contact information.

1. Interest/Cover Letter
2. EdJoin Application
3. Letters of Reference

AN EQUAL OPPORTUNITY EMPLOYER