



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Human Resources Specialist</b>
<b>SCHOOL/DEPARTMENT</b>	Human Resources
<b>SALARY</b>	Salary Grade 65 plus supplement
<b>FLSA STATUS</b>	Non-Exempt
<b>REPORTS TO</b>	Chief Human Resources Officer
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Human Resources Specialist performs a variety of general human resources entitlement programs. Duties include reviewing all staff actions, addressing and managing employee entitlements such as the FMLA, ADA, and Disability short-term and long-term benefits, as well as processing unemployment claims, employment verifications, resignations, retirement forms, and leave balances. Work also includes maintaining employee files, leave and entitlement files, and assisting employees with leaves of absence and return to work paperwork.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to establish and maintain effective working relationships with school system staff, staff members of external funding agencies, and the community
- Thorough knowledge of federal, state and local laws, rule and regulations governing personnel administration
- Thorough knowledge of OCS organization and operational policies and procedures
- Thorough knowledge of ethical guidelines applicable to the position as outlined by professional

- standards and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends and developments in the field of ADA, FMLA Entitlements, Disability, Retirement, and other applicable employee benefits and entitlements
- Ability to maintain confidentiality regarding highly sensitive employee information
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people regarding retirement, leave, and disability options and coverage
- Ability to speak to individuals or groups with professionalism, poise, voice control and confidence
- Efficiency in responding adequately and in a timely fashion to inquiries and/or complaints from employees
- Ability to effectively and compassionately assist employees with complex leave and disability issues in accordance with applicable Federal and state rules and regulations
- Ability to effectively organize and maintain multiple files of various types of employee entitlements and benefits
- Ability to use appropriate computer software programs that support employee leave appropriations and benefits
- Demonstrated initiative in organizing and maintaining projects that support the work of the Director of Employee Relations/Benefits
- Demonstrated experience with employment verifications
- Ability to work independently under general supervision

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Associate's Degree or higher from an accredited institution in the area of personnel management, human resources, public relations, or comparable experience
- Three (3) to five (5) years of experience working with employee benefits preferably in a public school or state government setting
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Bachelor's Degree from an accredited institution in the field of personnel management, employment benefits, or comparable experience
- SHRM Certification in Employee Relations, Risk Management, or Benefits Management

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide employees with appropriate and accurate information regarding leave policies, FMLA entitlements, Disability qualifications and paperwork, return to work processes, ADA, and

- unemployment filings
2. Meet with employees to discuss leave options, benefits that are available to them, preparation of leave forms, collection of medical documentation to support leaves or absence and/or Disability
  3. Follow up with employees regarding return to work processes, documentation, and provide written confirmation related to these processes
  4. Assist employees courteously and in a timely manner with questions pertaining to benefits and entitlements maintaining employee dignity and confidence
  5. Process all paperwork and forms necessary to assist employees with application for FMLA, Disability, Retirement, Return to Work and leaves of absence
  6. Ensure that documentation for employee leaves are submitted to the appropriate departments at the school district and state levels in a timely fashion
  7. Ensure that schools and departments are provided with appropriate documentation to support an employee's leave and/or return to work
  8. Accurately enter appropriate information into applicable computer programs to ensure that the employee's information is up to date
  9. Maintain employee files
  10. Perform other duties as assigned by the Director of Employee Relations/Benefits

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*