



Human Resources Specialist

Department: Human Resources/District Office
Supervisor: Director of Administrative Services

Duty Year: 260 days
Status: Non-Exempt

Position Overview & Responsibilities

The Human Resources Specialist is primarily responsible for essential HR department functions through the employee life cycle including recruitment, selection and retention, workforce planning and development, and discipline and termination of licensed and support staff. This position is considered a confidential employee by Minnesota statute and actively participates in assisting the Director of Administrative Services in various Human Resources functions such as contract negotiations on behalf of the employer, personnel investigations, and government reports. This position is responsible for administering the day to day operations of the HR department including interfacing with administrators, staff, and the public on a routine basis.

Talent Acquisition & Onboarding

- System management and administration of application tracking and job requisition system, substitute management system, HR information system, and personnel records system.
- Coordinate and execute recruitment efforts through internal and external job fairs.
- Administer and evaluate background check investigations for new employees, coaches, student teachers, and volunteers; approving or denying background checks based on records found.
- Facilitate and/or participate in interviews at the district- and administrative-level.
- Act as a back-up to onboard new employees to the district by sharing district policies, procedures, laws, and standards of employment through SafeSchools system.

Personnel & Employee Relations

- Conduct employee investigations in partnership with Director of Administrative Services.
- Facilitate exit interviews for support staff in all service classifications.
- Assist in development and implementation of personnel policies and procedures.
- Process, monitor, and track leaves of absence in accordance with federal and state leave laws.
- Serve as a District representative on negotiations teams and revise master contracts after settlement.
- Review, respond, and process unemployment claims and assist in unemployment hearings.
- Maintain personnel files and records of District employees in accordance with data practices and record retention requirements.



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Workforce Planning & Development

- Lead effort for all certified and support staff by executing staff surveys, sharing results with groups, facilitating focus groups, and creating action plans to increase engagement across the district.
- Maintain certified employee lane change and course pre-approval processes.
- Administer annual seniority and probationary lists for certified and support staff.
- Serve as District representative for certified staff licensure requirements and eligibility with PELSB.
- Create and/or update job descriptions as necessary in partnership with district administrators.
- Coordination with and placement of student teachers in all certified classifications across the district.
- Serve as District HR representative on district committees and initiatives.

Leadership & Support

- Act as HR first point of contact for administration, staff, substitutes, and the public.
- Analyze data and monitor compliance with federal reporting requirements including Pay Equity, Staff Automated Reporting (STAR), and Civil Rights Data Collection reports.
- Present HR information to and participate in administrative staff meetings and School Board meetings.
- Attends meetings, workshops, and training sessions as directed by supervisor.
- Performs other related duties as assigned by the Director of Administrative Services.

Requirements & Qualifications

Bachelor's degree or higher in Human Resources, Business Management, or a related field or equivalent experience required. Prior experience in a school or public environment preferred. Master's degree preferred. SHRM-CP or PHR certification preferred.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the Director of Administrative Services and with several buildings and departments.

- Ability to maintain confidentiality and professionalism at all times.
- Ability to work effectively in teams and function collaboratively across internal departments and with external partners.
- Ability to multitask and prioritize workload.
- Ability to navigate and respect the organizational chain of command with due deference to HR's duty to protect the interests of the overall District and to mitigate risk when otherwise reasonable.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.