

Cape Girardeau Public School District No. 63
Job Description

Job Title: Employment Specialist

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Human Resource Coordinator

Brief Description of Position:

Under the general direction of the Human Resource Coordinator, the Employment Specialist is responsible for the processing of applications, new hire paperwork and orientation, generation of employment contracts and personnel action forms, reporting data to external agencies, and processing employment verifications to comply with state and federal employment laws and regulations.

Required Qualifications:

- Associate Degree or 60 hours of college credits in business administration, human resources or personnel management.
- A minimum of four (4) years of experience in human resources or employee recruiting.
- Ability to work in a multi-ethnic and multi-cultural environment with faculty and staff
- Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive and professional work climate.
- Ability to maintain confidentiality of sensitive personal information of applicants, employees, and former employees and other matters affecting employee relations.
- Ability to perform multiple tasks simultaneously with interruptions.
- Demonstrated dedication to customer services.
- Effective communication, follow-up and analytical skills.
- Operating knowledge of and experience with microcomputers, Microsoft Office, fax, email, and copiers.

Essential Duties and Responsibilities:

- Conducts onboarding presentations for new hires.
- Processes advertisements for posting in newspapers and online job search sites:
 - SoutheastMissourian
 - St. Louis Post
 - MO Reap.net
 - Southeast Missouri State University (Career Linkages Board)
- Processes letters for new hires, sending required paperwork for completion.

- Ensures compliance with all federal and state employment and equal opportunity laws.
- Maintains Personnel Change spreadsheet of opened and filled position for the upcoming school year.
- Notifies employees of Family & Medical Leave Act (FMLA) eligibility.
- Maintains employee files, ensuring all required paperwork and certification documents are present:
 - Generate initial new hire contracts and personnel action forms
 - Complete E-verify
 - Create and distribute Employee's Portal Letter
 - Verify employee's years of experience
- Generates amended contracts and update employee's records (SISFIN and personnel folder) for the purpose of processing horizontal movement.
- Generates extended contracts and stipends for all active employees.
- Acts as records custodian, determining which employees to archive.
- Establishes employee's job list and demographics in SISFIN.
- Reviews and processes monthly invoices for advertisement postings for accurate payment.
- Designs and generates statistical reports regarding employment, staffing, positions, education, leave usage as required by the superintendent or designee and/or state and federal law and regulations.
- Processes fingerprints and background checks in the absence of the CAO receptionist.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: June 1, 2015