



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Human Resources Generalist

**Prepared Date:** 11/08/2021

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**JOB GOAL:** Performs highly responsible, confidential, and complex assignments to achieve the goals of the Human Resources Department and mission of the Little Rock School District.

**TERMS OF EMPLOYMENT:**

Twelve (12) month contract (245 days), Pay 802 Grade 11, Plus Benefit Package NOTE: Precise placement on the salary schedule will be determined based upon experience.

**QUALIFICATIONS:**

1. Bachelor's degree (BA) from a college or university is required. MA degree in Human Resources preferred.
2. Five (5) years' experience in the public or private sector in secretarial or office management areas minimum preferred.
3. Demonstrated proficiency in using standard office equipment, copier, facsimile machines, calculators, scanners, etc. The successful candidate must satisfy a job-related computer exercise.
4. Advanced mainframe computer skills such as eFinance.
5. Demonstrated competency in standard office administration programs such as Microsoft programs, including Word, Excel, PowerPoint, Access, and other microcomputer applications.
6. Evidence of strong interpersonal and organizational skills in working with employees and the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Processes new hires, transfers, and separations for payroll and serves as a primary contact regarding employee benefits.
2. Provides hands-on assistance for the preparation and maintenance of personnel files and folders.
3. Researches and performs general secretarial duties, including background checks processing. Performs a variety of responsible office support work.
4. Assists principals/department supervisors in personnel-related matters and staffing needs.
5. Processes approved paperwork for creating new positions and deleting positions.
6. Provides user support in all aspects of designated HR automation software (paperless applicant tracking system and record retention software); troubleshooting problems regarding the effective and efficient use of HR software and Unified Talent systems.
7. Performs state, federal, and preliminary background checks on new employees.
8. Scans employee/applicant information.



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9. Enters teacher's certificates and transcripts to update employee files and processes salary revision memos.
10. Advertises all certified/classified jobs as assigned.
11. Assists in maintaining job descriptions for all positions.
12. Reviews and corrects staffing reports in collaboration with schools/departments.
13. Assists required HR reports as assigned.
14. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.