



Little Rock School District

JOB DESCRIPTION

Position Title: Strategy and Operations Specialist - Human Resources

Prepared Date: 04/14/2022

JOB GOAL:

The purpose of this role is to support the delivery of HR strategy, services, and procedures in line with the District's strategic directions. It is a key role in managing change and ensuring the achievement of strategic goals through effective project management practices. Ultimately, will help ensure the HR Department operates efficiently and aligns with operational objectives.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 16, Plus Benefits Package NOTE: Precise placement on the salary schedule will be determined based upon experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor's degree in Human Resources, Business Administration, or related field required. Master's degree preferred.
2. At least five years of experience in related human resources area.
3. Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems; working knowledge of APSCN with an emphasis in eFinance;
4. Proficient with Microsoft Office Suite or related software; correct English and grammar, punctuation, spelling, and proofreading; record-keeping and filing systems; general finance and accounting principles.
5. Ability to prioritize tasks and to delegate them when appropriate
6. Skill and ability to communicate effectively, both verbally and in writing, with diverse groups stakeholders; exercise strong analytical and problem-solving skills and independent judgement; coordinate a variety of projects simultaneously; demonstrate a thorough understanding of local, state, and federal laws involving employment, HR, and HR policies;

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Play a central role, under the general supervision of the Executive Director of Human Resources, in forward planning and strategy development for the HR Department as a whole.
2. Develop a coordinated and consistent approach to the way in which HR engages with all staff directly and indirectly.
3. Provide direction on staff engagement so that HR regularly measures and responds to staff employee feedback to improve the district as a place to work.
4. Implement functional HRMS and internal databases across schools/departments.



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5. Manage internal communication projects (like job satisfaction surveys).
6. Coordinate employee training and development initiatives as assigned.
7. Undertake other duties commensurate with the grade as requested by the Executive Director of Human Resources.
8. Performs routine tasks required to administer and execute human resource programs

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, operate foot and hand controls, and 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.