



NOTICE OF VACANCY
Logan City School District
101 West Center
Logan, UT 84321

October 21, 2019

Human Resources Specialist

Applications are now being accepted for Human Resources Specialist. The job of Human Resources Specialist is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for supporting department staff; providing information to applicants and employees; maintaining records and high level of confidentiality; and completing assigned projects and tasks.

Hours per Day: 8.0

Salary: \$18.72 per hour

Contract: 225 Days prorated for the 2019-2020 year

Benefits: Insurance, retirement, paid leave (sick, personal and vacation), and other benefits as outlined in the Education Support Professional Negotiated Agreement

Application Process

Application deadline is **November 6, 2019 at 3:00 PM** or until filled. All application materials must arrive at the Logan City School District Human Resource Office, 101 West Center, Logan, Utah 84321. Phone (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at www.loganschools.org)
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position.
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months

Essential Functions

- Administers pre-employment proficiency tests (e.g. ParaPro, etc.) for the purpose of ensuring eligibility for employment.
- Assists Director in maintaining licensure and NCLB highly qualified information for the purpose of providing accurate information for district, state and federal reports.

- Assists employees in navigating through CACTUS for the purpose of providing support to district personnel.
- Assists with employment process (e.g. recruitment fairs, callbacks, scheduling interviewing, notification, background checks, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions.
- Calculates and inputs all new employee salary amounts and recalculates all employee salary changes for the purpose of ensuring that employees are correctly remunerated.
- Compiles data from a variety of sources (e.g. applicants, employees, benefit carriers, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Maintains an inventory of items (e.g. handbooks, applications, benefit packets, personnel forms, etc.) for the purpose of documenting and/or providing reliable information.
- Maintains a variety of employment files in CACTUS (applicants, seniority and eligibility lists, test scores, etc.) and records, compiling pertinent employee information (salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements.
- Manages highly confidential correspondence between district and both internal and external parties (e.g. directors, attorneys, police, association representatives, etc.) for the purpose of providing accurate documentation, information and responses.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting department staff.
- Prepares a variety of reports and related documents (e.g. classified and certificated reports; leave of absence forms, recruitment and interview packets, etc.) for the purpose of providing documentation and information.
- Processes documents and materials (e.g. applications, changes in employment status, payroll changes, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to highly confidential written and verbal inquires from a variety of internal and external sources for the purpose of providing information and/or providing direction and keeping assigned administrator informed of all such communication.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.

Experience: Job related experience is preferred

Required Testing: None Specified

Education: High School diploma or equivalent.

Continuing Education/Training: None Specified

Certificates & Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance