

Calamus-Wheatland CSD – Central DeWitt CSD – Northeast CSD

Shared Position Through Operational Sharing

Human Resources Specialist

Job Description

Starting Date: Late Summer – Early Fall 2021

Reports To: Superintendents of Sharing School Districts

General Responsibilities (varying by individual school district needs):

- Maintains the work structure by updating job requirements and job descriptions for positions within the district.
- Establishes and conducts inboard/outboard processes for employees to include new employee packet, COBRA requirements and collection of keys, badges.
- Maintains volunteer files and data to include background checks.
- Maintains Board Policy and Administrative Rules updates.
- Implements employee benefits programs and informs employees of benefit updates; directing the processing of benefit claims; coordinate informational programs with carriers on benefit programs.
- Ensures legal compliance of Human Resource laws by monitoring and implementing applicable human resource federal and state requirements, rules and regulations.
- Develop training and re-training seminars for all employees to promote better understanding of all district insurance programs
- Retains historical human resource records by designing a filing and retrieval system for keeping past and current records.
- Ensures timely posting of Open Positions (Teach Iowa website).
- Facilitates processing Workers Compensation claims, follow-up and return to work procedures.
- Maintains Family Medical Leave Act documentation and ensures compliance with government requirements.
- Maintains Affordable Care Act tracking and documentation.
- Facilitates Iowa Workforce Development claims and documentation.

- Maintains disciplinary files within the employee record and coordinates with administration when necessary for disciplinary actions.
- Serve as a resource for staff when questions arise regarding insurance, retirement procedures, IPERS.
- Exercise a high level of personal discretion and judgment in dealing with confidential matters
- Demonstrate use of courtesy and tact in dealing with sensitive situations
- Work with retirees on continued benefit requirements.

Compensation

- Competitive Wage
- Health Insurance
- Dental Insurance
- IPERS Retirement Benefits

Schedule

- 192 Contract Days Per Year – 4 days per week
- Time off from December 10 – January 10 each year
- One day per week with Calamus-Wheatland CSD
- Two days per week with Central DeWitt CSD
- One day per week with Northeast CSD
- Flexibility of telecommuting when applicable, and traveling between districts is included with the position.
- A calendar will be agreed upon with the employee and school districts to coordinate services.

Specifications/Qualifications:

- Associate or Bachelor's Degree and/or comparable experience and personal characteristics that reflect excellent record keeping, secretarial skills, organizational ability, broad knowledge of administrative functions and personal relations skills;

Equal Employment Opportunity Statement

It is the policy of the Central DeWitt Community School District to not illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____