JOB TITLE:	SUPERVISOR WELCOME CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

REVISED: 03/27/2024

Submitted: 03/26/2024

SCOPE OF RESPONSIBILITIES
Provides leadership and coordination of onboarding of new employees, background checks of employees and contractors; and oversees the safety and security team for VanHoose Education Center. Coordinates new employee training and onboarding including contract signing. Ensures compliance with federal, state statues and District policies and procedures. Supervises the day-to day operations of the Welcome Center, employee badging center, contractor background checks, and VanHoose Education Center safety and security team.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership and oversight to the Welcome Center, employee badging center, and VanHoose Education Center safety and security team
Develops, establishes and facilitates new employee welcoming, onboarding and training including background checks, collection of paperwork, creation of staff identification cards and new employee orientation
Coordinates and oversees annual contract renewal processing
Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks Provides leadership and oversight to the Welcome Center, employee badging center, and VanHoose Education Center safety and security team
Develops and maintains visitor protocols and building access for all employees
Provides leadership and oversight to the safety and security staff at VanHoose Education Center
Develops and maintains safety and security protocols for VanHoose Education Center
Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit
Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information
Prepares, delivers or assists with training for staff
Prepares and/or assists in preparation of reports, records, and other documentation, as required
Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required
Evaluates assigned staff
Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements
Monitors and tracks the progress of new and current technology software and data base management systems used by the department
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline
- Three (3) successful experience in Human Resources knowledge and experience with various HRIS Effective written and verbal communication skills
- Ability to work effectively and collaboratively with others
- Effective written and verbal communication skills
- Ability to organize and multi-task a variety of duties
- Must maintain a high degree of confidentiality

DESIRABLE QUALIFICATIONS

- Master's degree in related field
- Human Resource Certifications
- Experience in a diverse workplace