



NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	CLERK SENIOR HUMAN RESOURCES PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Checks, analyzes and cross references onboarding related forms to transfer and enter personnel actions into the district Human Resources Information System before the designated payroll lockdown date. Assumes responsibility for monitoring and tracking actions to assist with accurate payroll processing in accordance with district policy, state and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assist with training employees in the processing of human resources personnel actions

Corresponds with employees, locations and assigned area to answer related personnel action questions

Enters accurate personnel actions into the district Human Information Resources Systems, by assigned district locations, before the designated payroll lockdown date

Monitors and tracks personnel actions workflow and alerts assigned area of issues to be addressed, to ensure all actions are approved by the assigned approver before the designated payroll lockdown date

Receives and distributes onboarding documents via email, pony, and postal mail or by hand

Establishes and maintains files and filing systems in accordance with departmental policies and procedures

Reviews, Preps, Scans and indexes documents into the district electronic storage system

Successfully uses software and operates computers, printers and other equipment as required

Answers phones calls and responds to emails with accurate information researched from district policy, state or federal guidelines

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

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

High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Three (3) years successful experience in HRIS processing functions

Type/transcription skills, ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management functions
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Training or education in business practices and skills
Experience in a diverse workplace