



**Job Description**

Job Title: **Employee Services Specialist**  
 Job Family: **Human Resources/Payroll**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **June 2013**

Job Code: **1309**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 26**  
 Typical Work Year: **12 months**

**SUMMARY:** Compile, analyze and input employee data in the PeopleSoft Human Resource Information System; providing customer service by receiving and responding to policies, procedures and master agreement questions; calculating various experience and pay figures for employees; maintaining personnel files, including electronic files, on active and terminated employees; and verifying and providing information from employee files as requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Compile, analyze and input employee data in the PeopleSoft Human Resource Information System, including, but not limited to, new hires, account changes, transfers, pay changes, address changes, leaves of absence, separations, deductions and additional pay.	D	35%
2. Provide excellent customer service to all levels of staff by receiving and responding to questions regarding information contained in PeopleSoft HRIS, master agreements and Human Resources policies and procedures. Refer questions and/or requests to appropriate personnel if necessary.	D	25%
3. Calculate, based on appropriate contract language and documentation provided, previous experience credit, salary, pay steps, retro payments (if applicable) and stipends and create correspondence to all employees for any changes in salary/payments.	D	25%
4. Maintain all personnel files (electronic and paper) on active and terminated employees; filing/scanning employee paperwork; integrating old files into new files; purging personnel files based on Federal, State and district practices. Verify and provide information from employee files as requested per Human Resources policies and procedures.	D	5%
5. Compile, analyze and input data in the PeopleSoft HRIS including, but not limited to, Temporary Leave Sell Program; additional pay for coaches, student group sponsors, etc.	A	5%
6. Perform other job-related duties as assigned; including coverage for Human Resources front desk; querying PeopleSoft to create ad hoc reports as requested by stakeholders; weekly orientations.	Ongoing	5%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 3 years general clerical experience, including 2 years of data base application systems.
- Bachelor degree preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Problem solving skills.
- Attention to detail.
- Intermediate accounting and math skills and ability to perform salary calculations.
- Intermediate knowledge of Microsoft Office applications.
- Knowledge of or ability to learn comprehensive PeopleSoft system.

- Ability to work cooperatively with other departments to solve problems.
- Ability to analyze information and make correct assumptions based on acquired knowledge of appropriate contacts, policies, procedures and guidelines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with PeopleSoft preferred; required within 2 weeks after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Human Resources Processing Manager	090507

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	