Littleton Elementary School District
Position Description

TITLE: Special Projects Human Resources

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To complete special projects and develop reports and procedures for data analysis and tracking that promote efficiencies across the District.

PRINCIPAL DUTIES: (essential functions)

- Analyzes and reports on data, especially evaluation outcomes, student assessment information in correlation with effectiveness and employee absences.
- Completes special projects as assigned; participates in internal meetings to identify data analysis needs; defines issues and problems, interprets concerns, defines desired results, and creates special reports.
- Builds relationships with outside entities such as universities and job posting sites.
- Conducts monthly reconciliations of all benefits programs to assure accuracy of billings and enrollments; collects financial, technical and administrative information and compiles data for reports; monitors documents for compliance with Federal, state, and local policies and practices.
- Assists with employment records.
- Assists with the recruitment of employees.
- Maintains the absolute confidentiality of all records and information.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
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Knowledge of principles and practices of human resources administration in the public sector.
Knowledge of State and Federal regulations on benefits administration.
Knowledge of accounting and legal requirements for employee benefits programs
Knowledge of claims processing and payment functions.
Knowledge of principles and procedures for confidential records management.
Knowledge of computer spreadsheet and database software applications.
Knowledge of principles and techniques for creation and maintenance of databases.
Knowledge of computer hardware and software use, installation, and configuration standards.
Knowledge of safety rules and regulations.

Skill in analyzing benefits issues, collecting information, and recommending methods, procedures and techniques for resolution of issues.
Skill in interpreting and explaining technical employee benefits policies and procedures.
Skill in answering questions and resolving problems regarding benefits programs, plan design, coverage, and claims issues.

Skill in researching, collecting, analyzing, and preparing data and reports.
Skill in entering information into a computer system with speed and accuracy.
Skill in operating personal computer utilizing standard and specialized software.
Skill in public relations and customer service.
Skill in establishing and maintaining effective relationships with co-workers, contractors and others.
Skill in effective communication, both verbal and written.
Skill in comprehending technically complex verbal and written instructions.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation**:** vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent, Associates Degree or greater preferred; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____