

**PUEBLO SCHOOL DISTRICT 60**  
**PROFESSIONAL JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Human Resources Supervisor  
**Prepared Date:** 9/1/2021  
**Revised Date:**  
**Work Year:** 220 days  
**Department:** Human Resources  
**Reports To:** Assistant Superintendent of Human Resources  
**Salary Range:** APT Salary Schedule  
**Benefits:** Fringe Benefits based on Schedule C Benefits  
**Status:** FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Human Resources Supervisor provides a broad range of services related to the input, quality (standardization and training), and report generation of data gathered in the Human Resources Department to support business and personnel needs throughout the District. Employee serves as primary specialist of extremely confidential employment related records and information contained in personnel files and HRIS system. Employee is responsible for ensuring the completion of state and federal reports as required, as well as tracking complaints from EEOC, OCR, other state or federal agencies, and private litigation.

**QUALIFICATIONS:**

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. 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.

**REQUIRED:**

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: BA Degree in Human Resources or related field, and four (4) years of human resources experience
- Experience building complex queries and reports
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous supervisory experience
- Previous experience in K-12 education HR
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Knowledge of Human Resources processes, procedures, practices, and policies
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Knowledge of federal and state laws that apply to personnel
- Knowledge and experience with office equipment, personal computers, computer software, and hardware
- Knowledge of District and school operations with working knowledge of the functions of other departments and school sites
- Knowledge and understanding of software applications used by Human Resources
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Ability to relate well with District staff and the public and to understand their requests and needs and to respond to such requests in a professional and timely manner
- Ability to communicate effectively with District staff and the public, both verbally and in writing, in English
- Ability to work cooperatively with others in a diverse educational community
- Excellent written and verbal communication skills
- Ability to prioritize, plan, organize, and execute work independently
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Protect organization's value by maintaining confidentiality in all aspects of assignments.
- Perform management responsibilities including, but not limited to involvement in hiring of department staff, coaching and development, evaluation, performance management, and staff productivity
- Supervise daily office management operations to ensure smooth operation of HR Department. Monitor absences, approve time clock for hourly employees, etc.
- Ensure change instruction documentation (PAF) is completed, recorded, and passed to appropriate colleague or department
- Supervise, observe, and train department staffing specialists. Monitor and review hiring process to ensure district policies and procedures are followed.
- Assist in making decisions when conflicts occur or common practices need to be modified to meet the current needs of the department or its customers
- Maintain Personnel records; update personnel cards with assignment and salary changes; ensure data is kept up to date, completing data checks and updates in coordination with other departments as directed
- Ensure that hard copy and electronic personnel and recruitment files are kept in order and stored securely and correctly; Assist with archiving and retention of data in line with state and federal requirements
- Maintain HR legal files including complaints from EEOC, OCR, and other federal agencies. Research and compile evidence for employment related claims or grievances against the District
- Complete HR related reports in an accurate and timely fashion, including EEOC report and CDE personnel report. Directly responsible for electronic data submission for required reporting
- Serve as a resource for staff on all issues associated with personnel files, HRIS records, and other confidential documents
- Maintain and develop custom reports to meet the requirements of HR management and staff
- Monitor teacher and staff certification for compliance with District policy, state and federal requirements, and "Every Student Succeeds Act"
- Monitor and apply employee salary changes including steps, lanes, and other adjustments required by collective bargaining agreements
- Identify areas of opportunity to improve existing HRIS practices, functionality, and work flow
- Ensure the accuracy and completeness of data in master files and various support tools

- Serve as steward of district salary schedules. Update according to collective bargaining results and Board approval
- Assist in onboarding and recruiting processes as needed
- Process disciplinary suspensions and terminations
- Assist with audits by collating data as requested
- Interpret labor agreements and ensure compliance with all the provisions in those agreements
- Attend scheduled and unscheduled meetings with staff supervisors, building administrators, and others to discuss related issues.
- Check District Human Resources e-mail accounts daily; refer, when necessary, to applicable Human Resources staff
- Process information using word processing, E-mail, Internet, work order system, purchase order system, supply and data processing request systems, and other computerized processes as needed.

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Human Resources Administration

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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing		<b>X</b>			
Walking (level surface)			<b>X</b>		
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead			<b>X</b>		
Reaching extension				<b>X</b>	

Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.