

Job Description

Job Title: Human Resources Specialist

Position Code: 4N35

Job Classification: Non-Exempt

Supervisor: Director Human Resources

Pay Grade: 33

Contract Length: 245 Days

Job Summary

Position is responsible for facilitating division wide worker's compensation program, district-wide employee recognition programs, employee incident investigations, worker's compensation, unemployment claims, Americans with Disability Act request, data compilation, and reporting.

Essential Duties

1. Responds to and coordinates review of worker's compensation (WC) claims and processes claims accordingly.
2. Attends court hearings when needed for WC claims and appeals.
3. Communicates with employees, and third-party WC administrator, and Assistant City Attorney on WC claims.
4. Maintains all documents for worker's compensation.
5. Completes unemployment claims request and participates on behalf of the school division in unemployment hearings.
6. Responsible for event planning of service awards and United Way functions for NNPS.
7. Collects, maintains and reports all data related to workers' compensation.
8. Collects and maintains OSHA data for worker's compensation. Completes workers' compensation OSHA annual report.
9. Responsible for preparing and distributing materials for the safety awareness initiative.
10. Coordinates all training provided by HR and prepares training materials for Workers' Compensation.
11. Maintains a high level of confidentiality.
12. Performs applicant background checks for potential new hires.
13. Schedules appointments and meetings as needed.
14. Completes general clerical task of general correspondence, filing, and making copies.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

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 accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a Bachelor's degree in Human Resources, Business Administration, or a related field or any equivalent combination of experience, training and education. Knowledge and experience of human resource functions is strongly desired. Must possess strong technical skills to compile data into graphs and reports. Must possess knowledge of standard office practices, procedures, customer service skills, data entry and clerical techniques. Must possess a demonstrated record of success in dealing with the public/employees and handling sensitive issues. Must be proficient in Microsoft Word and Excel. Previous MUNIS experience preferred. Must possess the ability to handle a considerable amount of detail and successfully complete multiple, simultaneous tasks in a fast-paced environment. Must possess excellent communication skills necessary to positively interact with visitors, administration and employees. Ability to advance with changing technology as it becomes available.

Working Conditions and Physical Demands

Duties are performed in an office environment. Must be able to sit for long periods of time. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials.

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: None

Supervision Received: Director of Human Resources

This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Human Resources Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 02/2025 LS