

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

## Human Resources Generalist

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 8 hours per day, 12 Months

**JOB GOAL:** Under direction, the human resources generalist will perform a wide variety of human resources functions in accordance with department procedures and Nye County School District policies and regulations, and is responsible for handling day-to-day operations of the human resources office, as well as performing both routine and non-routine confidential duties.

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

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with NCSD policies and administrative regulations.

1. Performs assigned administrative duties, including but not limited to completing correspondence, compiling data, researching designated topics, completing special projects for the Human Resources Department, and following up on administrative assignments.
2. Provides clerical and technical support, as well as miscellaneous secretarial duties for the Director of Human Resources, and accepts duties of the highest responsibility.
3. Exercises in-depth knowledge, initiative and judgment when interpreting and communicating school policies, regulations, Negotiated Agreements, and legal requirements.
4. Provides courteous, responsive, and accurate information to the public, administration, and employees regarding employment opportunities, salary, and other personnel related issues.
5. Creates and maintains integrity and confidentiality of departmental records and employee documentation, as well as all personnel files and documents. Enters and tracks employees, licensure, ESSA status, salary schedule placement, evaluations, and other employee and position information in HR systems and tracking lists.
6. Coordinates recruitment activities and advertisement of vacancies on internal applicant tracking site, district website, all external job posting sites, and social media platforms.
7. Processes applications, as well as implementing pre-employment background checks, assessments, employment verification, and Social Security verification, as assigned.
8. Responsible for scheduling and administering departmental testing.
9. Establishes qualified application pools for supervisors, and assists with monitoring the application, transfer, and hiring processes for vacant positions to ensure compliance with Negotiated Agreement.
10. Assists with scheduling applicant screening and interview committees, and with the preparation of interview questions and packets.
11. Coordinates and administers all phases of the activities for successful onboarding of employees.
12. Responsible for the evaluation of applicant experience, training, transcripts, and/or confidential profiles for compliance with minimum qualifications, employment eligibility, and/or compensations, as well as determining ESSA status and salary movement.
13. Generates and distributes employee badges and network access requests for employees.
14. Prepares and tracks employee contracts and letters of intent.
15. Responsible for the coordination and deployment of employee orientations and training.
16. Assists Finance Department with creation and tracking of accurate ePARS, and updating of positions and employees in HR systems and tracking lists.
17. Maintains detailed and accurate records of bargaining unit seniority lists, recall lists, reduction in force lists and processes, as well as vacancy lists, and transfer processes, pursuant to Negotiated Agreements.
18. Responsible for the reduction in force process, including identifying personnel whom are affected per administration and notification of personnel.
19. Responsible for tracking of employee evaluations and training records.
20. Completes employment verification forms and letters requested by other employers, lenders, social services departments, etc. for current and former employees.
21. Responsible for the submission of various purchase orders, including job postings, travel, conference registration, job fairs, subscriptions, awards, office supplies, and badge supplies.

22. Responsible for the coordination of service awards for all employees, to include; purchasing service awards, distributing service awards to sites, and developing memorandum to the BOT for monthly BOT meetings.
23. Assists with the maintenance of the Human Resources pages on the NCSD website, as well as internal settings in HR systems.
24. Assists with the preparation and submission of state mandated staffing reports to Nevada Department of Education, as well as various reports requested by district employees or external agencies.
25. Assists with the research and submission of Unemployment claims responses.
26. Performs other related duties and functions as assigned.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Demonstration of responsible decision making and ability to organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimum supervision.
2. Demonstrated ability to cooperate with management, staff, outside agencies, and the public.
3. Knowledge of general office procedures, business machines, computers, word processing, and various software programs.
4. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.
5. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
6. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
7. Ability to assist Human Resources Director with privileged information, while maintaining the highest degree of confidentiality.
8. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
9. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
10. Recognizes and reports hazards, and conforms to safety standards as prescribed.
11. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
12. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Minimum of High School Diploma or Equivalent
2. Associate's degree or Bachelor's degree in Human Resources or related field, preferred
3. One (1)-Three (3) Years' Experience in Human Resources or related field
4. PHR or SHRM-CP Certification, preferred

### **Licenses and Certifications:**

1. Valid Nevada Driver License

### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

## **WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: Joseph H. Smith  
Superintendent

10/16/23  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_