

Anoka Hennepin Independent School District #11

Position Standard

HR GENERALIST – STAFFING

Occupation Code 4023

Employee Services Department

Full Time 260 days/8 hrs/day

Job Summary:

Under the direction of the Staffing Supervisor, this role entails managing and updating position control allocations across all roles within the Anoka-Hennepin School District. Additionally, it involves verifying, recording, updating, and securely storing position details for approximately 8,000 district employees in our human resource information systems.

Key Responsibilities:

- **Position Status Maintenance and Management:**
 - Maintain records of position status changes in the human resource information system.
 - Prepare employee data forms for open positions.
 - Post open positions.
 - Manage and update position control applications.
 - Generate staffing reports.
- **Employee Onboarding and Data Management:**
 - Enter data into the human resource information system to initiate new hire paperwork.
 - Update employee records in the human resource information system.
- **Licensing Support:**
 - Prepare and submit necessary forms to the state licensing board for teachers requiring special permission to teach outside their licensed area.
- **Staffing Allocation:**
 - Update and manage changes to staffing allocations in the human resource information system.
- **Other Duties as Assigned**

Qualifications:

- High school degree or equivalent. Post-secondary coursework in Human Resources Management, Business Administration, or a related field is preferred.
- Strong understanding of HR best principles and best practices.
- Strong attention to detail and accuracy in data management.
- Excellent organizational and time management skills.
- Effective communication and interpersonal abilities.
- Familiarity with state licensing board regulations and procedures (for roles involving teacher licensing support), preferred.
- Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Knowledge of standard office equipment and typical productivity software, databases, or customizes HR systems/applications.

Physical Factors Include: While performing the duties of this job, the employee is regularly required to sit, use hands, talk, and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.