

# Anoka Hennepin Independent School District #11

## Position Standard

**HR GENERALIST**

**Occupation Code 4022**

*Employee Services Department*

*Full Time 260 days/8 hrs/day*

### **Job Summary:**

Under the direction of the Employee Services Manager, the Human Resource Generalist is responsible for managing licensing and continuing education requirements for all employment groups, conducting employment verifications, processing student loan forgiveness program requests, and providing clerical support to our employee services department as needed.

### **Key Responsibilities:**

- **License Renewal and Continuing Education Requirements:**
  - Monitor and track license renewal deadlines for employees, ensuring timely completion of renewal applications.
  - Address staff licensing requirements questions.
  - Maintain accurate records of completed continuing education hours and certifications.
- **Loan Forgiveness Paperwork:**
  - Assist employees in navigating the paperwork and requirements for loan forgiveness programs.
  - Provide guidance on eligibility criteria and documentation needed for student loan forgiveness applications.
  - Liaise with relevant agencies or lenders to facilitate the submission and processing of student loan forgiveness paperwork.
- **Employment Verifications:**
  - Verify employment details including job title and dates of employment.
  - Ensure confidentiality and accuracy in the provision of employment verification documentation.
- **Employee Support and Communication:**
  - Serve as a resource for employees seeking guidance on licensing, loan forgiveness, and employment verification matters.
  - Communicate updates, deadlines, and requirements related to these processes to employees effectively.
  - Provide exceptional customer service and support to employees throughout the process.
- **Other Duties as Assigned**

### **Qualifications:**

- High school diploma or equivalent. Post-secondary coursework in Human Resource Management or a related field is preferred.
- Strong understanding of Human Resource principles and best practices.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse stakeholders.
- Ability to multitask and handle confidential information with discretion.
- Strong attention to detail and organizational skills.

- Knowledge of standard office equipment and typical productivity software, databases, and customized human resource information systems and 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.