

Anoka Hennepin Independent School District #11

Position Standard

HR Specialist – HRIS

Occupation Code 4028

LABOR RELATIONS & BENEFITS DEPARTMENT

Full Time 260 days/8 hrs/day

SUMMARY OF RESPONSIBILITIES

Under the direction of the HRIS Manager, the HR Specialist role entails managing negotiations data, wage administration, sick leave buyback, and 403(b) retirement plan administration, while also providing website support and coordinating employee compensation. This position requires strong analytical skills, knowledge of HR regulations, and effective communication to ensure accurate and compliant HR operations.

DUTIES AND RESPONSIBILITIES:

- **Negotiations Data Management:** Collect, organize, and analyze data related to negotiations, including but not limited to salary, benefits, and working conditions. Collaborate with relevant stakeholders to ensure accurate and up-to-date information for negotiation purposes.
- **Wage Administration:** Administer and maintain wage and salary structures in compliance with company policies and regulatory requirements.
- **Sick Leave Buy Back:** Oversee the sick leave buyback program, including eligibility determination, documentation review, and coordination with payroll for accurate disbursement. Provide guidance to employees regarding their options and entitlements.
- **403(b) Administration:** Manage the company's 403(b) retirement plan, including enrollment, contribution processing, and compliance with IRS regulations. Serve as a point of contact for employees.
- **Website Support:** Assist in maintaining and updating the Labor Relations section of the website, ensuring that information is current, accessible, and user-friendly.
- **Employee Compensation Coordination:** Coordinate various aspects of employee compensation. Work closely with managers and finance personnel to ensure accurate and timely processing of compensation-related transactions.
- **Other Duties as Assigned.**

Qualifications:

- High school degree or equivalent. Post-secondary coursework in Human Resources Management or a related field is preferred.
- Proven experience in HRIS administration, configuration, and support.
- Strong analytical and problem-solving skills, with the ability to troubleshoot technical issues and propose solutions.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments.
- Proficiency in MS Office Suite.

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.