



Homewood City Schools

OFFICE OF THE SUPERINTENDENT

450 Dale Avenue • Homewood, AL 35209

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www.homewood.k12.al.us

Role Description

POSITION TITLE: HR / ESSER Specialist

QUALIFICATIONS:

- High School Diploma or equivalent required
- Previous experience in Human Resources, Payroll, and/or Accounts Payable preferred
- Proficient in Excel, Word and Google Docs
- Previous experience in accounting and/or timekeeping systems required. Experience with NextGen and Kronos programs preferred
- Demonstrated aptitude and competence for the assigned responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTING LOCATION: Central Office

REPORTS TO: Chief School Financial Officer (CSFO)

JOB GOALS:

- Facilitates hiring and separation process of employees.
- Maintains open communications between Human Resources and Payroll/Finance.
- Maintains and tracks all ESSER funds from receipt to expenditure
- Create an environment of accessibility for questions and assistance.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Assists the CSFO in the effective and efficient receipting and tracking of ESSER funds in compliance with Board approved policies and procedures, GAAP, and state/federal applicable laws and regulations.
- Maintains a positive and cooperative attitude toward employees and other visitors while maintaining strict confidentiality.
- Knowledgeable of all benefits available, but not limited to, group health, dental, vision, disability, flexible spending plans, leave guidelines for all leave types (sick, personal, vacation, unpaid, sick leave bank, leave of absence, FMLA, FFRCA, catastrophic, on-the-job injury, etc.), 403b, RSA1, as well as any other plans that may be available.
- Maintains proficiency in the following software programs as relates to Human Resources and Benefits: Onboarding, Kronos, NextGen, Employee Self Service, and all online benefits enrollment web sites.

- Maintains working relationship with companies/representatives offering benefits to ensure most current/accurate information is available to employees and payroll.
- Point of contact for employees as relates to employment documents, benefits, all leave types, timekeeping system, employee self service and onboarding software.
- Ensures all employment and leave documents required by Federal, State and Board guidelines are received, processed and maintained.
- Set up and maintenance of employee in NextGen (including but not limited to) personal data, education, experience, onboarding, tax withholding, direct deposit, etc. Coordinate input of this information with payroll to ensure timeliness for payroll processing.
- Creates and maintains employee files.
- Responsible for accurately responding to all written and verbal requests for verification of employment.
- Responsible for accurately responding to written and on-line unemployment requests, adhering to strict deadlines for submission of information. Monitor and track fraudulent claims.
- Annual verification and upload of deduction file produced by health care cafeteria plan provider. Maintenance of these deductions on a monthly basis as changes are submitted.
- Willing to learn additional software, procedures, etc. as needed.
- Maintains records for annual audit.
- Responsive to suggestions from supervisors and auditors.
- Performs other duties as assigned by Assistant Superintendent and Chief School Financial Officer.

TERMS OF EMPLOYMENT: Twelve (12) months 240 days, 8 hours per day – Non-Exempt position.

SALARY: Non-Certified Salary Schedule
(Actual salary will be determined upon verification of experience and education.)