Job Title: Human Resources Administrator
Exemption Status/Test: Exempt/Administrative

Reports to: Executive Director Human Resources
Date Revised: June 2017

Dept. /School: Human Resources

Primary Purpose:
Administer the district’s compensation program ensuring that employee salaries remain competitive and equitable. Monitor compensation plan and job classifications for compliance with state and federal law and regulations. Administer the H-1B visa extension process. Ensure compliance with United States Immigration Services and Labor Department requirements for H-1B visa holders. Administer the permanent residency application processes ensuring compliance with the Department of Labor. Manage internal audit of I-9 forms and ensure compliance in completion of I-9 forms. Policy Management.

Qualifications:

Education/Certification:
Master’s degree

Experience:
Minimum five (5) years’ experience in Human resources experience in Public School District
Minimum five (5) years’ Oracle eBusines Suite R12 experience in a Public School District

Special Knowledge/Skills:
Knowledge of general compensation including compliance with state and federal laws and regulations
Ability to implement policy and procedures
Ability to interpret data
Ability to use software to develop spreadsheets, perform analysis, and do word processing
Strong public relations, organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Administration
1. Maintain and update district pay structures and stipend schedules.
2. Develop, document, and implement procedures for administering the districts pay practices and ensure that procedures for placement of newly hired employees and employees who change assignments are applied consistently. Streamline processes to ensure efficient and effective operations.
3. Calculate salaries for new hires and assignment changes.
4. Work with other Human Resources staff and supervisors to ensure accurate job descriptions for district positions. Conduct job analysis to determine appropriate salary levels according to compensation guidelines. Review jobs to determine FLSA exemption status.
5. Coordinate the annual salary change process and monitor adjustments to ensure accuracy.
6. Investigate and respond to salary review requests from district personnel.
7. Support Executive Director with assigned projects.
8. Ensure compliance with H-1B visa procedures.
9. Facilitate renewal process of H-1B visa between the District and attorneys to ensure visas are renewed in a timely manner and avoid break in service due to visa expirations.
10. Complete building and maintain Public Access Files (PAFs) of H-1B teachers.
11. Prepare and manage the process to obtain the permanent residency for employees who qualify: manage recruitment process to ensure compliance with Department of Labor requirements, screen applicants for minimum qualifications (certification, work eligibility, etc.).
12. Generate and provide information necessary for immigration attorneys to file the labor certification and if necessary the documentation for Department of Labor audits.
13. Communicate with immigration attorneys regarding H-1B visa extensions and permanent residency process.
14. Communicate with employees regarding visa and permanent residency process.
15. Manage internal audit of I-9 forms ensuring proper review and documentation consistent with internal audit guidelines.
16. Ensure I-9 forms of new employees are competed properly.
17. Ensure all District employees are work authorized at all times.
18. Assist in management of HR policies.

Analysis
19. Analyze and interpret data to determine competitiveness of district salaries. Identify and recommend appropriate changes.
20. Analyze compensation policies in relation to wage and hour regulations and recommend changes as appropriate.
21. Analyze applications to PERM related positions and work with immigration attorneys in labor certification process, if appropriate.

Other
22. Works cooperatively with others to develop compensation budgets based on staffing projections.
23. Compile, maintain, and file related reports, records, and other documents required.
24. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors
Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours; occasional districtwide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.