



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Human Resources Support Services Supervisor** FLSA Status: **Exempt**  
 Job Family: **Administrative Support Services** Pay Range: **SS35Y**  
 Prepared/Revised Date: **October 6, 2022** Job Code: **34215**

**SUMMARY:** Perform executive administrative, organizational, and high-level clerical functions in support of the Chief Human Resources Officer, department administrators, and HR staff. Supervise and direct work of HR support staff and oversee special projects. Assist with administrative hiring processes and work alongside HR Technicians in processing job postings, new hire paperwork, and employee contracts and providing customer service to principals, office managers, and district staff. Monitor and reconcile department budgets, staffing, orders, and purchases. Independently manage sensitive communication issues and solve problems related to policy or procedural issues for principals, office managers, and district staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative and clerical support to Chief Human Resources Officer, department administrators, and staff including but not limited to maintaining calendars; prepares budget documents, oversees special projects, updates professional resources, forms, and documents for the department; builds and maintains reports, manages department events and appointments; makes travel arrangements; coordinates employee negotiations & I.R. meetings, creates and tracks union documents/collaborative software structures; tracks and renews professional memberships, review processes through a lens of making improved efficiencies.	D	30%
2. Prepare information, documents, and materials for administrative hiring committees, negotiation committees, grants, reports, and district-wide meetings; prepare items for Board of Education meetings. Prepare meeting agendas and take and/or transcribe meeting minutes. Research, compile, organize, and analyze complex data and prepare reports. Initiate, type, compose, and edit correspondence, forms, newsletters, and memos. Update and maintain district documents, including the Employee Agreement.	D	10%
3. Independently resolve sensitive public and internal concerns or refer to appropriate personnel; serve as a resource, advise, and counsel leadership on issues which involve the HR Department.	D	10%
4. Provide oversight and supervision to HR support staff. Ensure adequate cross-training among support staff. Collaborate with team of technicians, including providing support and coverage to ensure consistency in processes, communication, and documentation. Provide support and communicate important information to Human Resources (HR) Directors and other HR staff. Work collaboratively with Payroll, Benefits, and other departments and schools.	D	10%
5. Provide excellent customer service to all levels of staff and new hires by receiving and responding to questions regarding assignments, contracts, licensure, pay, job postings and vacancies, applications, hiring processes, and District practices, policies, and procedures. Work closely with school and department office managers to coordinate job postings, resignations, and staffing changes.	D	10%
6. Attend work and arrive in a timely manner.	D	1%



7. Reconcile and monitor departmental budgets and other budgets as assigned; provide budget planning information and assist in creating HR department budget. Reconcile p-card statements, process restricted checks, purchase orders, and warehouse orders. Order supplies, make payments for department invoices, manage and safeguard department check stock, check out p-cards, and enter department purchase requisitions. Track department equipment.	W	10%
8. Process new employee hiring, including tracking, and verifying new-hire and payroll paperwork and qualification documentation such as: background checks, education, experience, credential information, etc. Determine initial placement on the salary schedule for new employees and/or new assignments. Receive, process, and/or review new assignments, transfers, separations, and leaves of absence. Follow processes to ensure proper documentation is received and maintained in personnel files.	W	5%
9. Post and close job vacancies, monitor applicants, communicate with school or department throughout the hiring process, and collect and maintain required documentation.	W	5%
10. Prepare and submit human resources paperwork for the department, including employee reports, job orders, and leave requests. Track staffing rosters and FTE allocations. Coordinate and/or assist with the hiring, onboarding, and training process for new staff. Track department absences. Maintain a database of personnel data and files for the department.	M	5%
11. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree or Associate degree/two-year college certificate in Human Resources, business administration, communications, or related field required
- A minimum of 5 years of administrative office experience; experience in Human Resources strongly preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Notary Public preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, MS Teams, Excel, PowerPoint, Publisher, Outlook, Visio and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Supervises other HR support staff.	2

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	