

Anoka Hennepin Independent School District #11

Position Standard

HR GENERALIST – LABOR RELATIONS

Occupation Code 4029

LABOR RELATIONS & BENEFITS DEPARTMENT

Full Time 260 days/8 hrs/day

Job Summary:

Under the direction of the Labor Relations & Benefits Director, your primary responsibility is to provide comprehensive administrative support to the Director of Labor Relations & Benefits and the HRIS Manager. You will play a crucial role in ensuring the integrity and accuracy of employee data in Skyward, the organization's HRIS (Human Resources Information System). Additionally, you will provide general clerical support to the department, contributing to the efficient operation of labor relations and benefits administration processes.

Key Responsibilities:

Administrative Support:

- Provide administrative assistance to the Director of Labor Relations & Benefits and HR Systems Manager, including calendar management, meeting coordination, and travel arrangements.
- Prepare correspondence, reports, presentations, and other documents as requested.
- Maintain organized electronic and physical filing systems for departmental records and documents.
- Assist with special projects, research assignments, and data analysis as needed.

Employee Data Management:

- Ensure the accuracy and integrity of employee data in Skyward by performing regular audits and updates.
- Process employee data changes, including new hires, terminations, promotions, transfers, and salary adjustments.
- Generate reports and analyze employee data to support decision-making and compliance efforts.
- Serve as a point of contact for employee inquiries related to HRIS access, data accuracy, and system functionality.

Clerical Support:

- Provide additional clerical support to the Labor Relations & Benefits department, such as answering phones, handling mail, and maintaining office supplies.
- Assist with scheduling meetings, recording minutes, and distributing meeting materials as required.
- Collaborate with other administrative staff and departments to ensure seamless operations and communication.

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 an HR role with a strong understanding of HR 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.
- 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.