

Anoka Hennepin Independent School District #11

Position Standard

HR GENERALIST – Substitutes

Occupation Code 4024

Employee Services Department

Full Time 260 days/8 hrs/day

Job Summary:

Under the direction of the Employee Services Director, the Human Resource Generalist focused on Substitute Staff, you will provide comprehensive support across various functions. Responsibilities include onboarding, employee relations, and HR policy compliance. Your attention to detail, knowledge of HR practices, and dedication to fostering a supportive work environment will be essential in ensuring the effective management of our substitute employees.

Key Responsibilities:

- **Onboarding:** Determine placement and pay rate in accordance to substitute type/day with policy language. Facilitate the onboarding process including all new hire paperwork as well as building access.
- **Employee Relations:** Act as an advisor interpreting working agreements and policy language to employees and managers, addressing inquiries, concerns, and conflicts.
- **Training and Development:** Identify training needs for substitute employees and coordinate relevant training programs or resources. Troubleshoot any issues that may arise.
- **HR Administration:** Maintain accurate records of staff, including personnel files and HR databases.
- **Policy Compliance:** Assist in the implementation of HR policies and procedures tailored to the needs of substitute employees. Ensure compliance with relevant employment laws and regulations.
- **HR Reporting:** Generate reports on key HR metrics, such as attendance, turnover rates, and training effectiveness. Use data insights to drive decision-making and improve HR strategies.
- **Other Duties as Assigned**

Qualifications:

- High school degree or equivalent. Post-secondary coursework in Human Resources Management or a related field is preferred.
- Strong understanding of HR principles and 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.
- Knowledge of standard office equipment and typical productivity software, databases, and customized human resource systems and applications.

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.