



EMPLOYEE NAME: \_\_\_\_\_

Revised: 6/18; 4/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> HR Representative, Transportation	<b>JOB CODE:</b> 463B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Transportation	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Transportation	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates the employment process and related services provided to applicants for the Transportation Department.	

#### REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 1 year experience in Human Resources
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills; organization; planning; public relations; computer technology; working knowledge of Federal and State Laws and requirements for CDL Licensure.

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

#### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Creates and runs queries to identify new applicants; conducts initial screening, to include MVR and background check, to determine appropriate applicant status within the HR Applicant Management Systems.
3. Coordinates employment to include printing Employee Action Forms and employment applications, checking references, updating information in the HR Applicant Management Systems, and running certification statuses; uses the HR Applicant Management Systems to enter and retrieve applicant and employee information; organizes new employee paperwork sessions.
4. Provides superior customer service; greets visitors, determines the nature of business, and refers to the appropriate colleague or department; answers employment questions via emails, voice mail, or in person based on knowledge of the organization and District policies and procedures.
5. Retrieves information from the HR Applicant Management Systems workflow and works closely with the District HR office.
6. Maintains accurate information for statistical purposes; uses database management software and other tools to produce reports; generates reports to support the department.
7. Provides assistance with job fairs, recruitment, placement of drivers and monitors.
8. Coordinates office assistants with assigned workload in the hiring process
9. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_