

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

## **Human Resources Specialist – Substitutes and Leaves**

Job Description

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**Reports to:** Coordinator(s) of Human Resources

**Status:** Nonexempt

**Term:** 226 Days

### **Primary Purpose:**

Provide support for daily human resource operations. Handle routine HR inquiries and provide responsive and knowledgeable assistance to employees.

### **Qualifications:**

#### **Education/Certification:**

High school diploma or GED

#### **Special Knowledge/Skills:**

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to perform basic math

Ability to read, speak and understand English

Excellent organizational skills

Effective communication and interpersonal skills

#### **Experience:**

2 years of clerical experience

### **Major Responsibilities and Duties:**

#### **HR Support**

1. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.
2. Maintain HR information database to ensure that employee information is accurate, current, and reliable.
3. Receive and process applications, including verifying completeness of files and notifying those not selected for employment.
4. Process new hire paperwork including criminal history information, references, and other application materials.
5. Process verification of employment paperwork.
6. Assist with coordinating and setting up interviews.
7. Generate service records in a timely manner.
8. Assign Safe Schools courses to all employees.

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## Reports and Correspondence

9. Prepare and distribute or post job vacancy announcements and advertisements.
10. Prepare correspondence, forms, and reports according to district standards and requirements.

## Employee Leave Records

11. Maintain employee local sick, state personal, state sick and non-duty leave balances including the recording of appropriate accruals and absences utilizing district employee database.
12. Generate associated leave reports as needed including semi-monthly reports generated for “dock” situations of employees for payroll purposes.
13. Compare absent reporting between AESOP and Skyward then notify appropriate staff of any discrepancies.
14. Comply with district personnel leave policies with reference to the posting of absences to employee leave records. Respond to employee inquiries regarding the application of said leave policies.
15. Maintain database for professional development activities of district staff.
16. Handle FMLA and Extended Leave request, send out letters and forms; communicate with employees and their supervisors on any updates.

## Other

17. Assist with the preparation and distribution of employment contracts.
18. Monitor the monthly Comp time reports and send them to principal.
19. Maintain and take pictures for ID badges.
20. Back up the District Receptionist when needed.
21. Other duties as assigned.
22. Maintain confidentiality.

## Supervisory Responsibilities:

None

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; imaging equipment

**Posture:** Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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**Lifting:** Occasional light to moderate lifting and carrying (less than 44 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_