DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Human Resources Specialist (Generalist)
Reports To: Chief of Human Resources
Dept./School: Human Resources

Wage/Hour Status: Non-Exempt
Pay Grade: AS8
Date Revised: 10/26/2026

Primary Purpose: Provide support for daily human resource operations. Handle routine HR inquiries and provide responsive and knowledgeable assistance to employees. Under moderate supervision organize and manage the routine work activities of the HR department office and provide clerical support for Chief of Human Resources.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:

- Ability implement rules and procedures
- Ability to effectively present information in one-on-one and to small and large groups of employees
- Basic math skills
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to manage budget
- Ability to interpret District Policy
- Effective communication skills, both orally and in writing
- Effective organizational, communication and interpersonal skills
- Ability to prioritize workflow to address the multiple needs of the supervisor or the department
- Bilingual Preferred

Experience:
3 years of public education experience preferred

Major Responsibilities and Duties:

HR Support

- 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.
- Maintain HR information database as needed to ensure that employee information is accurate, current, and reliable.
- Make travel arrangements for Chief Human Resources Officer and other department employees as needed
- Input purchase requisitions and check requests into Skyward
- Help keep Chief Human Resources Officer on schedule each day and maintain calendar
- Complete registration for department recruiting

- Assist in filing as needed
- Handle as much as possible for Chief Human Resources Officer to help the department run smoothly
- Assist in maintaining position control system in an accurate and timely manner as needed
- Assist and verify that new hires are processed in a timely fashion.
- Receive and process applications, including verifying fingerprint status and completeness of application and follow up with District leadership regarding status
- Prepare correspondence, forms, and reports according to district standards and requirements.
- Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- Greet visitors and assist employees and applicants to complete applications and required paperwork.
- Perform routine bookkeeping for the department and assist with the preparation of the human resource department budget.
- Maintain the department's budget and keep accurate financial records
- Order all departmental supplies
- Input budget transfers upon approval
- Maintain a schedule of appointments and assist with scheduling interviews and meetings.
- Receive formal parent and employee complaints and create timelines as directed
- Contact person for all payments pertaining to Human Resources
- Attend applicable District meetings
- Make meeting arrangement for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- Seek job fair opportunities to aid with recruitment.
- Attend job fairs as needed.
- Maintain confidentiality.
- Follow district safety protocols and emergency procedures.

Records, Reports, and Correspondence

- Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements
- Provide information for all Open Records Requests
- Prepare monthly Board documents
- Compile, maintain, and file all reports, records, and other documents as required
- Prepare correspondence, forms, manuals, schedules, and reports for the Chief of Human Resources and other department staff members.
- Ensure recruitment materials are prepared.
- Assist in receiving criminal history record information, references, and other application materials.
- Assist with maintenance of information in employee database.
- Compile, maintain, and file all reports, records, and other documents as required including preparing various federal, state, and local reports.
- Other duties as assigned

Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions including frequent keyboarding; use of mouse and phone; occasional reaching
Lifting: Occasional light to moderate lifting and carrying (less than 44 pounds)
Environment: Work irregular hours; may work prolonged hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name: _____

Employee Signature : _____ Date: _____