

Position: Human Resources Clerk

Job Status: Grade 5, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Must possess a High School diploma or GED
- Must have one year experience in general office practices with emphasis on reception
- Must have some knowledge of human resources, including recruitment, hiring, personnel records, benefits, and knowledge of wage and hour laws
- Strong computer skills including database, desktop publishing, e-mail, internet, and knowledge of Microsoft Office Suite is essential
- Must have excellent written and verbal communication skills
- Must be able to work independently
- Physical/Mental ability requires frequent sitting for long periods using computer keyboard, telephone and other office machines and regular standing to file documents, make copies and faxing
- High level of accuracy related to required documentation related to Human Resources is mandatory
- Must be currently enrolled in the Child care Division, Criminal History Registry and have FBI Background Clearance
- Must have valid Texas Driver's License

III. Specific Responsibilities:

1. Responsible to complete and maintain assigned personnel tasks/procedures in accordance with Federal and State laws and Head Start Performance Standards
2. Greet, assist and direct all visitors in a courteous manner
3. Answer multi-line telephone switchboard (relief)
4. Route incoming and outgoing mail
5. Process completed job applications. To include data stamping, data entry, initial screening and final disposition of all applications
6. Ensure that applications receive appropriate response letters or phone calls and notation of such communication on screening document
7. Insure that application materials are always currently available in the front lobby and at all Head Start centers and that phone or e-mail request for application materials are sent
8. Responsible for preparation of personnel committee meetings, materials and schedules, ensuring Policy Council representatives are contacted
9. Assist Head Start Director and/or Administrative Services Manager with training for Personnel Committee in interview policy and procedures
10. Maintain archived files (both electronic and hard copy) for applicants and interview status
11. Perform a minimum of one employment and one personal reference check on all potential hires, in addition to requirements of the Agency's Personnel Policies and Procedures
12. Assist with contacting new hires to extend job offers and arrange orientation per direction of Head Start Director or Administrative Services Manager
13. Timely review and follow up on required criminal history registry, other certifications as required by law, agency policy and Federal Performance Standards at time of hire
14. Schedule job shadow, USDA, Bus Monitor and other pre-scheduled new hire trainings as needed by position

15. Prepare schedules, materials, etc., and facilitate new staff orientations
16. Perform new hire substitute orientations
17. Post information to staff database and training database on a daily basis, maintaining accuracy and timelines
18. Provide each supervisor with an employee profile at time of hire and at evaluation period
19. Review and timely file documents related to personnel records, i.e. grievances, feedback forms, performance reviews, Rate and Position Change forms, certifications, etc. insuring that all confidential information remains secure and discarded/expired items are shredded
20. Process and maintain attendance records, leave request and leave status for all employees, including Family Medical Leave
21. Process time sheets and maintain information in file for all staff
22. Process in/out new and departing employees
23. Monthly monitors and follow up of status of staff requirements including Criminal History Registry, CPR/First Aid Certification, Food Handlers Cards and Health Appraisals relaying information to respective supervisors and staff
24. Routinely update and monitor all substitute lists (sub teacher) for accuracy of availability
25. Maintain training database for all staff and ensure training hours are forwarded to assigned center site for staff
26. Assist with special assignments/reports, such as Program Information Report (PIR) and other projects that involve data collection and preparation
27. Other duties as assigned

Immediate Supervisor: **Administrative Services Manager**

Date of Approval _____