



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY

Position: Human Resources Generalist

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: The Human Resources Generalist assists with the administration of the day-to-day operations of the human resources functions and duties. This position carries out responsibilities in some or all the following functional areas: development and implementation of key HR departmental systems including core HR administrative functions; information systems and compliance; recruiting, training/developing, engaging, and retaining staff; and HR analytics.

Core Human Resources Administrative Functions:

- Maintains the work structure by updating job requirements and job descriptions and aligned evaluations for all positions.
- Manages district benefits, worker's compensation, vacation, and sick leave banks.
- Responsible for the Human Resource portion of Vision's database and conducting periodic audits to ensure accuracy.
- Responsible for the updating of the Human Resource section of the website.

Human Resources Information Systems and Compliance:

- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements.
- Responsible for compiling data and submitting all mandated reports including but not limited to the Colorado Department of Education annual human resources report, EEOC reports, etc.
- Helps district avoid legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; and conducting training.

Talent Management – Recruiting and Developing Effective Staff:

- Creates and manages district marketing and recruiting campaigns by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet recruiting sites.
- Supports the Executive Director of HR in creating community partnerships and pipelines for recruiting candidates by providing organization information, highlighting opportunities, and benefits; making presentations; coordinating community tours; supporting the development of formal partnership with key sources such as alternative licensure providers and local and regional colleges; and maintaining rapport with key partners.
- Supports implementation of district hiring processes and protocols including maintaining a common question bank and training for hiring managers.

- Engages new applicants to foster deeper interest in district opportunities, prescreen applicants and routing qualified applicants to appropriate hiring managers.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers, emphasizing benefits and perks.
- Works with district mentoring coordinator to create system to ensure all new teachers receive mentoring from a qualified peer mentor.
- Works with the district's new teacher success coach to create a system to ensure all new teachers receive coaching and support in their professional development.

Encourage Employee Engagement and Retention:

- Supports the Executive Director of HR in conducting and analyzing exit interviews to identify trends to improve employee retention and satisfaction.
- Supports the analysis of employee satisfaction data in identifying actions to address areas of improvement; and
- Supports the Executive Director of HR in developing and implementing an employee recognition system that creates a sense of pride and belonging and recognizes employees who are taking actions that support the district mission and vision.

Developing and Maintaining HR Analytics Aligned to Strategic Plan:

- Collect and analyze other data trends needed to assess the department's effectiveness to the district's strategic goal of recruiting and retaining quality staff; and
- Prepares and maintains reports that are necessary to carry out the functions of the Human Resources goals, including preparing periodic reports for management as necessary or requested.

Human Resources Generalist Qualifications and Requirements:

To perform the Human Resources Generalist job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required of the position. The Human Resource Generalist is expected to maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. The Human Resources Generalist will receive support to participate in the IPMA, SHRM training and become a certified specialist.

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- Effective oral and written communication skills.
- General knowledge of various employment laws and practices.
- Experience in administration of benefits and other HR programs.
- Excellent interpersonal skills.
- Skills in database management and record keeping.
- Able to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.
- Assumes other duties as assigned by the Executive Director of HR or the Assistant Superintendent.

Education and Experience: One to two years of general Human Resources experience preferred.

Licenses or Certification: None

Supervisory Duties: None

Reports to: Executive Director of Human Resources.

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:

www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:

www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.