



Chief Human Resources Officer	
Staffing Plans	District Strategic Plan
Screening and Selection	Payroll
Performance Appraisals	Benefits Administration
Growth Plans	FMLA/TDL/Leaves
Grievances	Workers Compensation
Certification /Licensure	Criminal History
FLSA	Annual Budget
Compensation Plan	Employee Handbook
Job Descriptions	Exit Interviews
Skyward - Salary Negotiations/Employee Management	
Oversee Frontline/Yellowfolder	Open Records Requests

Human Resources Secretary	
Secretary to CHRO	Comp Time
Time Off	Monthly reconciliations
Staff Appreciation Banquet	AESOP Import
Employment Verifications	Daily Absence Reports
Docks for leaves	Yellowfolder
Deductions	Exit Interviews
Extra Duty Worksheets	Frontline/Absence Mgmt
Public Loan Forgiveness	Requisitions
Health and Human Services	Travel Requests
True Time/Time Sheets	
Calculating payoffs	

Strategic Compensation Coordinator	
Compensation	
Stakeholder Engagement	
Grant Deliverables	
Market Studies	
FLSA	
DOL	
Job Description Audits	
Compensation Audits	
Strategic Compensation Design	

Leaves & Benefits Specialist	
Insurance	Yellowfolder
Benefits	Notary
Annuities	Onboarding
FMLA/TDL/Leaves	Docks
Worker Compensation	Weekly NAC Report
Unemployment	Pays Invoices
Sick Leave Pools	403b/457/Flex Plan(s)
Safety Meetings	
ACA Compliance & Maintenance	

Collaboration with TA Advisor
Salary Letters

Human Resources Officer	
Prof. & Para. Staff	HR Website
New Hires - Skyward/Frontline	Employee Handbook
Resignations	Job Descriptions
Service Records	Evaluations in Eduphoria
Employment Contracts	Calendars
Letters of Reasonable Assurance	EEOC/CDRC Reporting
Yellowfolder	Staff Appreciation Banquet
Fingerprinting/Criminal History Checks	Service Awards
Certification/Licensure	Notary
Job Postings	Onboarding
Frontline/Absence Mgmt	Open Records Requests

IRS 1095's
Staff Appreciation Banquet

HR Auxiliary & Substitute Specialist	
Auxiliary Staff & Substitute Teachers	Time Off
New Hires - Skyward/Frontline	Auxiliary Payroll
Resignations/Exit Interviews	Substitute Handbook
Service Records	True Time Time Sheets
Onboarding	Auxiliary Calendars
Letters of Reasonable Assurance	Badges
Yellowfolder	
Fingerprinting/Criminal History Checks	
ACA Tracking - Substitute Hours	
Absence Mgmt/Frontline	
Staff Appreciation Banquet	

Human Resources Clerk	
Mailings	Employee Transfers
New Hire reporting	Criminal History Searches
Onboarding Packets	
Memos	
Resignations	
Service Records	
Yellowfolder Liasion	
Badges	
Staff Appreciation Banquet	
Student Teacher/Observer Requests	