



Kansas State School for the Blind

1100 State Ave.
Kansas City, KS 66102
913-305-3015
www.kssb.net

**** JOB OPENING ANNOUNCEMENT ****

POSITION TITLE: Human Resources Professional

SALARY: \$25.00 - \$27.00 an hour depending on qualifications; Excellent benefits.

LOCATION: Kansas City, Kansas (Monday, Tuesday, Thursday, Friday)
Olathe, Kansas (Wednesday)

EMPLOYMENT DATE: Open Until Filled

SCHEDULE: 7:30 am - 4:00 pm; Monday - Friday (year-round)

JOB DESCRIPTION: (Detailed Position Description provided upon request)

This is a split position in the Human Resources department of the Kansas State School for the Blind (80%) and the Kansas School for the Deaf (20%) in a dynamic and vigorous school environment. The position requires strong attention to detail and provides engaged and direct service with all aspects of the employee life cycle, including but not limited to recruitment, benefits, timekeeping, legal compliance, data entry, and recordkeeping.

ESSENTIAL JOB FUNCTIONS:

- Creates job postings, posts positions, recruits, coordinates and schedules interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with the superintendent, directors, managers, and other members of leadership to understand skills and competencies required for openings.
- Provides current and prospective employees with information regarding policies, procedures, and best practices throughout the employee life cycle.
- Completes routine tasks required to administer and execute human resource programs including but not limited to compensation, payroll and timekeeping (including 9 Pay 12 documentation), benefits (including State Employee Health Plans and KPERs), leave (including all state-provided leaves and legally-compliant FMLA documentation and communication), workers' compensation, and professional licensure.
- Performs all necessary data entry into the State of Kansas human resources information system, including but not limited to new hires, rehires, terminations, retirements, salary increases, changes in status, employee changes, etc.
- Ensure bi-weekly timesheet compliance with FLSA and state regulations; process timesheets and leave forms bi-weekly.
- Maintains compliance with federal and state laws, including but not limited to reporting requirements, Form I-9, KPERs (State retirement program), etc.
- Conducts background checks, reference checks, and employee eligibility verifications.
- Prepares and maintains appropriate record-keeping including but not limited to all aspects of employee files, payroll documents, etc.

- Maintain appropriate system recordkeeping to ensure successful cross-department collaboration and the submission of specific reporting.
- Communicates and collaborates with the shared Human Resources Director and the Human Resources Professional at the Kansas School for the Deaf.
- All other duties as assigned.

Attend all required meetings; use appropriate communication skills.

MINIMUM REQUIREMENTS: High school diploma or G.E.D. and 3+ years of proven independent work experience in an office environment. Skill and knowledge in using various office equipment and software including but not limited to, computer skills, such as email, word processors, spreadsheets, and presentation software. Exceptional time management, verbal and written communication, problem-solving and critical thinking, and research skills. Ability to make sound judgments. Establish and maintain effective and harmonious working relationships. Represent both schools professionally and appropriately at all times. **Must take ASL assessment and written English assessment at Kansas School for the Deaf. Within 3 years of employment, employee must be at the minimum proficiency level in ASL and must maintain that proficiency level during their length of employment to ensure effective and appropriate communication at the Kansas School for the Deaf.**

PREFERRED REQUIREMENTS: Associate's degree and understanding of or practical knowledge of human resources principles. 1 year of proven work experience in Human Resources.

SPECIAL REQUIREMENTS:

All offers of employment from Kansas State School for the Blind (KSSB) are contingent upon background check results and any applicable workplace references. Background checks are completed via the KS Bureau of Investigation, Backgrounds Plus consents, Kansas Department of Children and Family Services, and Dru Sjodin National Sexual Offender Registry. KSSB may contact previous employers for workplace references. Within 30 days of employment, a tuberculosis test (and any applicable treatment), as well as a health certificate must be completed by a medical provider at the cost of the employee.

APPLICATION: Open Until Filled. For consideration, request an official KSSB application or go to our website at <https://kssb.net/employment/> and apply for KSSB's review; copies of all college transcripts and licenses will be required.

CONTACT: Human Resource Office
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KSD & KSSB EMBRACE DIVERSITY
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