

# HRS

## Human Resource Specialist

**E**stablished in 1998, the MSBO Voluntary Certification Program supports the ongoing professional development of school business officials. The program is a mark of distinction that reflects professional achievement and demonstrates a person's dedication to his/her profession.

### Benefits of Human Resource Specialist Certification

The Human Resource Specialist (HRS) certification:

1. provides access to information and training that is specific to Michigan law and regulation; and
2. provides a basis for advancing professionalism of Human Resource Specialists in Michigan schools.

### The HRS Program

MSBO certification courses provide a great deal of information in a short time. Most courses are "bulleted" information rather than in-depth training. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

The recommended beginning course for Human Resource Specialist certification is *Introduction to School Business*. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for Human Resource Specialists in their first 1-5 years of employment. However, any person employed in school business operations who meets the stated requirements may receive Human Resource Specialist certification. There is no requirement for holding a particular position in a school district.

### Requirements

This program and the courses listed have been created and reviewed by the Professional Development Committee of MSBO. An applicant for certification must be a member of MSBO, and hold a Associate's Degree or have equivalent experience.

Read the reverse side of this sheet for brief descriptions of certification courses that are offered through MSBO. In some circumstances courses from other sources may be counted toward MSBO certification. *Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program continue to evaluate and make minor modifications as deemed appropriate.*



# MSBO

## Voluntary Certification Program

### MSBO's Certification Program Benefits:

- Provides access to information needed to succeed in your job
- Offers practical overviews of key areas of law, regulations and practices
- Identifies resources for in-depth and additional information that may be utilized at a later time
- Assures a quality curriculum is developed and monitored by the MSBO Professional Development Committee
- Uses experienced practitioners to teach classes
- Offers seminars at regular intervals and reasonable prices
- Uses adult learning principles and provides a learning environment where colleagues can share experiences and information

Go to [www.msbo.org](http://www.msbo.org) for more information about the MSBO Voluntary Certification Program for School Business Officials.

### Questions?

Contact Courtney Byam at 517.327.5937 or by e-mail at [cbyam@msbo.org](mailto:cbyam@msbo.org); or

Debbie Kopkau at 517.327.2587 or by e-mail at [dkopkau@msbo.org](mailto:dkopkau@msbo.org).

# Human Resource Specialist (HRS) Course Descriptions

**Benefits/Retirement (3 hours):** Learn how to explain employee benefits, social security benefits and retirement to school district employees. Help administrators describe changes in health care costs and work with bargaining teams on total cost of compensation, as well as information on COBRA benefits – when it must be offered and how it works.

**Collective Bargaining Agreement, Contracts (3 hours):** Learn how to interpret bargaining agreement language, understand leave benefits, grievance procedures, as well as an overview of union dues and political deductions and non-deductions. Learn how to administer overtime, FMLA, and FLSA. Also gain knowledge of the difference between an independent contractor vs. an employee.

**Effective Communications (3 hours):** Learn techniques and strategies to send clear messages, create credibility, and develop strategic communications programs that are effective for your school district.

**Introduction to School Business (14 hours):** An overview of school business operations with a focus on several key areas. The program will begin with a brief background on the general functions of the school Human Resource Specialist. Major components of the program will include: listing and describing reports that must be filed with federal, state, and local agencies; reviewing school laws and the Revised School Code; introducing fund accounting processes; reviewing school organizational issues and operational issues (how school boards and administrators function); and exploring inter-relationships between the business office and site operations – offices in school buildings, facilities, transportation, and food services. Part of the program would be devoted to discussion about the roles

and functions of the school business official.

**Labor Relations/Employment Law (6 hours):** Understand the major state and federal employment laws that apply to public schools. Learn about collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act and other state and federal retirement issues.

**Overview of Human Resource Management (6 hours):** Get an overview of the hiring process, from recruiting, interviewing, and reference checks to staff orientation and record keeping. Learn the steps of setting up personnel records, handling FOIA requests, address policies and procedures by exploring employee handbooks and understand how worker's compensation records should be kept in the personnel file.

**Performance Evaluations for Personnel (3 hours):** Learn how and when to evaluate employees, what documentation should be placed in the employee's file and what type of follow-up should be completed. Examine discipline, discharge, and the probationary employee terms.

**Principles of Education (3 hours):** Understand the educational process, culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principalship.

**TDP, IRS Sec. 125, 403 (b), 457, and Workers Compensation (6 hours):** Understand the processing of workers' compensation claims and the legal and operational aspects of a deferred/defined contribution program and how it affects every payroll office in the state. Know the rules and regulations of 403(b) and cafeteria plans (Sec. 125).

**Team Leadership (3 hours):** Learn how to match your leadership style with the culture of the organization. Matching leadership style to the cultural landscape will allow you to increase your productivity, decrease communication problems and strengthen your conflict management skills.

**Use of Technology for Human Resource Management (3 hours):** Review the necessary reports a Human Resource Specialist files including the Registry of Educational Personnel (REP) report. Employee leave and employee seniority issues will be addressed as well as a review of Every Student Succeeds Act.

**Wrap-up/Ethics (2 hours):** Celebrate completion of your certification program! Reflect on what you have learned and your role in the educational process and your school district. This class can be taken only if you are two classes or less from completing your certification (not counting the Wrap-Up/Ethics Session).

**Elective (6 hours):** Any course taken that is not required in this track, but is required in another.

**Total class time is 61 hours.  
Continuing Education hours are 90  
hours within a five-calendar-year  
period.**