

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: HUMAN RESOURCES MANAGER-CONFIDENTIAL

QUALIFICATIONS:

Minimum:

1. Ability to maintain confidentiality and interact professionally with staff and public.
2. Two years secretarial training or three years secretarial job experience.
3. Excellent organizational, secretarial and written communication skills.
4. Be multi-task oriented and flexible.
5. Computer literate with software programs such as Microsoft Word, Microsoft Outlook, Excel, and be familiar with the Internet.
6. Knowledge of business machines.
7. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

Desirable:

1. Personnel/Human Resources experience.
2. Knowledge of software programs such as Systems 3000, AESOP and Applitrack.
3. Knowledge of the District.

REPORTS TO: Superintendent

JOB GOAL: To perform job-related duties and those assigned by the Superintendent's office for the efficient organization and management of the Personnel Department. Will also cover for Executive Administrative Assistant to the Superintendent as needed.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and update all personnel databases; and distribute requested staff data to appropriate individuals.
2. Complete the employment process of new staff members, together with the monitoring of required documents; i.e., contracts, employment forms, fingerprinting, health examinations, etc., while complying with changes to state and federal requirements.
3. Issue annual contracts for all employees.
4. Calculate and confirm employee salaries for annual budget projections and staff reappointments.
5. Respond to personnel-related information requests.
6. Design, post, and advertise new or vacated employee positions through the newspapers and District web site.
7. Administer and maintain Applitrack (web-based applicant tracking) system for open positions throughout the district.
8. Develop the Personnel section of Board Agenda and resulting correspondence in relation to staff; i.e., notification of new employee status, forwarding contracts, employment forms, notification of extra-curricular payments/stipends, change in salary, resignations and leaves of absence.
9. Coordinate, update, and maintain the District certifications, including initiating and follow-up of certification issues with the County Superintendent's Office.

10. Complete the NJ SMART Staff Submissions and Yearly Certificated Staff Report /Non Certificated Staff Report on a timely basis.
11. Update and maintain teacher and administrator evaluation systems and protocols.
12. Compile and coordinates information for yearly District surveys and State reports; i.e., Employee Intent and Compensated Absences.
13. Process and update the schedule of leaves of absence due to the purpose of maternity, illness, etc.
14. Complete the yearly rollover of personnel computer information and manual updating of information for employees hired mid-year.
15. Participation in and coordination of all aspects of the grievance process.
16. Participation in and coordination of the investigation and handling of employment issues, including without limit disciplinary and affirmative action/EEO matters.
17. Arrange student teacher placements between colleges/universities and District Administrators and ensure that all required applications, certifications, and approvals for student teachers are in place.
18. Coordinate and update the district certification/mentoring process required by the state for teachers and administrators.
19. Inventory and order supplies for the Superintendent's office and Personnel Dept.
20. Generate purchase orders for reimbursement for health exams.
21. Fill in for Personnel Secretary in her absence, including AESOP maintenance.
22. Perform any other duties or responsibilities designated by the Superintendent and/or-his/her designee.
23. Compile, maintain, and communicate/distribute strategic, confidential (negotiations) materials and budgetary information, including without limit personnel information and direct participation in collective negotiations.

TERMS OF

EMPLOYMENT: Salary for a twelve-month work year

EVALUATION: Performance of this job will be evaluated and conducted annually by the Superintendent.

Approved:
December 16, 2002

Revised:
April 11, 2005
June 9, 2008
June 28, 2010
February 28, 2011
October 3, 2011
November 21, 2011
April 22, 2013
September 22, 2015
May 3, 2024