

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION: Human Resources Generalist
DEPARTMENT: Human Resources
REPORTS TO: Business & Operations Manager and Superintendent of Schools
CLASSIFICATION: Non-Exempt (hourly)
PURPOSE: To assist with implementing, overseeing, supporting, and evaluating human resource functions of Colchester School District.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages all aspects of the employee benefit programs including medical, dental, life, long-term disability, 403(b), section 125, etc.
- Responds to questionnaires, surveys and correspondence from local, state and national agencies in regard to personnel or district matters
- Initiates, manages and communicates changes in personnel practices that help create efficiencies, ensure compliance, improve communication, and increase the relevancy/improve service to the schools
- Calculates and identifies cost of services and salary and benefit proposals; analyzes the impact of said services and proposals and makes recommendations regarding implementation, elimination or alterations of services and proposals
- Assures compliance with various federal and state labor laws, Agency of Education policies and regulations, ADA, EEO, and the Equal Pay Act related to hiring and employment
- Research different benefit options and benefit carriers with employee input. Performs cost analysis and competitive analysis, and makes recommendations for change
- Analyzes and monitors personnel and benefit expenditures in keeping with the approved budget
- Establish operational procedures and educate staff and administration on procedures surrounding leaves
- Determine eligibility for requested leave in accordance with policies/master agreements and advise administration of findings, track and report leave requests, provide leave letters stating terms and type of leave approved/disapproved (i.e., FMLA)
- Receive and report workers' compensation claims ensuring compliance with state law; follow up with employee and/or supervisor as needed for additional details
- Maintain record keeping in accordance with VOSHA standards
- Complete OSHA Annual Survey of Occupational Injuries & Illness
- Report trends or potential safety hazards to Business & Operations Manager, as appropriate
- Create, disseminate, and collect employment contracts on an annual basis in accordance with the terms of the collective bargaining agreements
- Monitor and administer salary schedule movement for professional staff, issue contract amendments, and prepare co-curricular letters, as necessary
- Administer reduction in force and employee recalls in accordance with applicable master agreement provisions
- Resource person for union agreement, personnel policies, and individual contract issues
- Monitor and track licensing status and highly qualified teacher status of all certified staff
- Request provisional and emergency licenses from the state, as appropriate
- Maintain report of professional staff endorsements in seniority order
- Update database with appropriate licensing status
- Provide licensing report to principals, CLSB, and building staff, as needed

Revised Date: 02/16/2017

Board Approved: 02/21/2017

- Work with employees on the tuition reimbursement process
- Oversee recruitment process (advertising, applicant tracking) to include participating on hiring committees, as requested
- Work with, and, provide guidance to administration and area supervisors as it pertains to difficult or sensitive employee issues
- Oversee the Human Resource Coordinator
- Determine initial salary schedule placement and starting salaries for newly hired personnel
- Responsible for the oversight and preparation of the Consent Agenda for the school board
- Complete and submit various reports and surveys requesting salary, benefit, and staff assignment information (i.e., Fall Data Collection, Educator Census)
- Manage unemployment compensation claims
- Participate in the development and review of personnel policies and procedures
- Provide front office coverage when necessary or assigned
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Ability to read and interpret documents such as policies, operating practices, procedure manuals and governmental regulations
- Excellent written and oral communication skills
- Excellent computer skills including proficiency with Microsoft Word, Excel and Access
- Ability to use discretion and independent judgment; ability to solve problems with varying degrees of complexity with and without standardized guidelines; ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram or schedule form
- High accuracy and attention to detail; strong organizational skills; proven ability to work independently
- Ability to work cooperatively and effectively as part of a team

MATERIALS AND EQUIPMENT USED:

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

DESIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's Degree in Human Resources, Business Administration, Management or other related field, plus 4 to 5 years of directly related experience (including recruitment & benefits administration experience), or a combination of education and experience from which comparable knowledge and skills are acquired. Demonstrated success in a supervisory/leadership capacity preferred.

PHYSICAL/MENTAL DEMANDS:

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

Revised Date: 02/16/2017

Board Approved: 02/21/2017

WORKING CONDITIONS:

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.