

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS
SOMERSET (SOMERSET COUNTY), NEW JERSEY
JOB DESCRIPTION**

TITLE: MANAGER OF HUMAN RESOURCES AND PERSONNEL SERVICES

I. POSITION SUMMARY

The Manager of Human Resources and Personnel Services shall maintain and administer an effective and efficient service-oriented personnel office, provide direct supervision for all Personnel Department staff, develop and implement appropriate personnel guidelines and procedures in accordance with Board policy, administrative regulations, and negotiated contract provisions for employees and employee groups. In addition the Manager shall be responsible for the day to day oversight of the Personnel Department staff, as well as, health and related benefits coordination and implementation, workers compensation and the coordination of the personnel budget. The Manager shall be responsible for contract implementation and assist with collective bargaining.

II. DUTIES

1. PERSONNEL AND ADMINISTRATION

- A. Maintain and administer an effective and efficient service-oriented personnel office.
- B. Supervise Personnel Office Administrative staff.
- C. Supervise the compilation and maintenance of accurate employee records and personnel data.
- D. Supervise the preparation and issuance of contracts for personnel.
- E. Supervise the renewal and maintenance of all records pertaining to the certification of all certified staff.
- F. Recommend and administer appropriate policies and regulations for personnel services, including staff recruitment, appointment, employee evaluation, discipline, promotion, transfer, termination, health examinations, attendance and professional development.
- G. Develop and implement appropriate personnel guidelines and procedures.
- H. Serve as a member of the Board of Education Personnel Committee and the Board's contract negotiating team.
- I. Report to the Superintendent on the latest student and staff population variations, and building statistics.
- J. Compile and evaluate personnel data for summary reports and program proposals for improvement, including: staff absence, fringe benefits, compensation, and personnel needs—both short and long range.
- K. Supervise the preparation of appropriate personnel motions for administrative recommendation and Board of Education approval.
- L. Manage the substitute service for all employee categories.
- M. Interpret Board policy, administrative regulations, personnel procedures, and negotiated contract provisions for employees and employee groups.

- N. As directed by the Superintendent, conduct employee misconduct investigations and prepare written reports for the Superintendents review.
- O. Ensure the confidentiality of all personnel records.
- P. Promote the full, efficient use of the District's human resource information system (HRIS) within the department, and effective integration of the HRIS with other administrative software used in the District as needed.

2. RECRUITMENT

- A. Supervise in the recruitment, retention and development of the highest quality personnel.
- B. Supervise the certificated staff selection process.
- C. Oversee the management of student internships, student teaching, and alternate route certification.
- D. Oversee the Districts participate in college and university career programs and recruitment fairs.
- E. Manage the effective and timely: solicitation of applications for vacant positions; review of applications/interview of applicants; and recommendation of candidates.

3. STAFFING

- A. Maintaining an accurate District-wide staffing database.
- B. Provide information to other administrators and departments (e.g., building Principals, academic Directors, Business Office/Payroll Dept.) related to current staffing levels/assignments, budgetary allowances/constraints on staffing, budget proposals for staffing increases, compensation, contractual benefits, etc.

4. WORKER'S COMPENSATION

- A. Administer all workers' compensation issues, exclusive of fiduciary consignment, in pursuit of both prompt, effective medical treatment/rehabilitation consistent with the district's statutory responsibilities, and minimal disruption to effective and efficient district operations.
- B. Serve as liaison between claims administrator, doctors/therapists (to the extent allowed by law), and district supervisors and employees, to facilitate the provision of statutory benefits and the continued effective and efficient operation of the district.
- C. Report as needed to the Superintendent on the status of Worker's Compensation.
- D. Ensure, and assist as needed with, the accurate completion and timely submission of mandated state and federal reports including, but not limited to fall certificated and non-certificated staff surveys, civil rights data collection surveys, O.S.H.A./workplace safety surveys.

5. HEALTH AND DENTAL BENEFITS

- A. Administer all health and related employee benefits and manages them for cost effectiveness.
- B. Resolve employee problems as they relate to benefit provider issues.
- C. Keep abreast of current trends in Employee Benefit offering.
- D. Responsible for the design and implementation of all employee benefit plans as offered by the Board through negotiations.

- E. Serve as liaison for, the District's broker, representatives of benefit carriers, and District staff and retirees to facilitate effective and efficient plan enrollment/disenrollment, claim management and billing.
- F. Ensure compliance with C.O.B.R.A. regulations.

6. LABOR RELATIONS

- A. Monitor consistent and fair administration of personnel policies, regulations, procedures, and negotiated contracts.
- B. Serve as a member of the Board of Education Personnel Committee and the district negotiating team.
- C. Interpret Board policy, administrative regulations, personnel procedures, and negotiated contract provisions for employees and employee groups.
- D. Compile all background information and supportive documentation for grievance hearings, personnel reports, and program proposals.
- E. When needed represent the Superintendent of Schools at grievance and arbitration hearings, court proceedings, and other conflict resolution concerning personnel matters.

7. BUDGET

- A. Assume responsibility, with district administrators, to coordinate the personnel areas of budget preparation.
- B. Provide accurate estimates of salary and fringe benefit costs for budget development and contract negotiations.
- C. Monitor employee overtime, stipend, and other forms of compensation beyond the approved salary and established work day and year.
- D. Perform cost analysis and provide data, as requested.

8. COMMUNITY RELATIONS

- A. Serve as a resource to the Superintendent of Schools at all regular public meetings and executive sessions of the Board of Education as needed.
- B. Keep abreast of the latest demographic population variations, building statistics, and enrollment forecasting data.
- C. Collaborate with other appropriate district staff to promote community awareness of district strengths, achievements, challenges and needs.
- D. Make reports to the Board of Education as directed by the Superintendent or Assistant Superintendent(s).
- E. Keep abreast of current educational research, trends, programs, procedures, best practices and materials.

- 9. All other duties as may be assigned.

III. APPOINTMENT

The Manager of Human Resources and Administrative Services shall be appointed annually by a majority vote of the Board of Education. The position shall be a twelve-month position working a full-time administrative schedule. The position shall not be eligible for tenure.

IV. REPORTS TO

The Manager of Human Resources and Administrative Services shall be responsible to, and evaluated by, the Superintendent. Performance of this job will be evaluated annually in accordance with applicable law and/or Board policy.

V. QUALIFICATIONS

- A. Bachelor's degree and three (3) to five (5) years experience that demonstrates extensive knowledge and understanding of school human resource functions, labor and school law required.
- B. Minimum of three (3) years employment experience in a supervisory capacity.
- C. Experience negotiating collective bargaining agreements, experience negotiating with local Education Associations preferred.
- D. Experience in human resources tasks and duties in a public school setting preferred.
- E. Received a satisfactory rating in the three most recent annual performance reviews.
- F. An ability to effectively use the word processing, spreadsheet, and other office software currently employed in the Department; and a familiarity with the HRIS software currently employed in the Department.
- G. Effective management, problem-solving, organizational, human relations, and written and verbal communication skills.
- H. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- I. Such alternatives to the above qualifications as determined by the Superintendent.

APPROVED:

Dr. John Ravally

Date: