

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

TITLE: ASSISTANT MANAGER OF HUMAN RESOURCES AND PERSONNEL SERVICES

I. POSITION SUMMARY

The Assistant Manager of Human Resources and Personnel Services shall be responsible for assisting the Manager with the day to day functions of the Personnel Department. Which include the establishment and administration of an effective and efficient service-oriented personnel office, develop and implement appropriate personnel guidelines and procedures in accordance with Board policy, administrative regulations, and negotiated contract provisions for employees and employee groups. The Assistant Manager of Human Resources and Personnel shall be responsible for the day to day oversight of the Personnel Department staff as assigned. Under limited supervision, the Assistant Manager of Human Resources and Personnel Services shall apply and share higher levels of knowledge and skill, exercise independent judgment, and initiate independent action in his/her fulfillment of the goal and responsibilities of this position.

II. DUTIES

1. PERSONNEL AND ADMINISTRATION

A. The Assistant Manager shall be directly responsible for the following duties;

- i. Compilation and maintenance of accurate employee records and personnel data
- ii. Preparation and issuance of contracts for personnel.
- iii. Renewal and maintenance of all records pertaining to the certification of all certified staff.

B. Assist the Manager with the following duties;

- i. Maintaining and administering an effective and efficient service-oriented personnel office.
- ii. Promoting 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
- iii. Keeping abreast and report to the Superintendent on the latest demographics population variations, and building statistics.
- iv. Compile and maintain accurate and current employee records and personnel data.
- v. Administering appropriate policies and regulations for personnel services, including staff recruitment, appointment, and evaluation; employee evaluation, discipline, and promotion, transfer, or termination, health examinations, attendance and professional development.
- vi. The development and implementation of appropriate personnel guidelines and procedures.

- vii. Compiling and evaluating personnel data for summary reports and program proposals for improvement, including: staff absence, fringe benefits, compensation, and personnel needs—both short and long range.
- viii. Preparation of appropriate personnel motions for administrative recommendation and Board of Education approval.
- ix. Manage the substitute service for all employee categories.
- x. Interpret Board policy, administrative regulations, personnel procedures, and negotiated contract provisions for employees and employee groups.
- xi. Supervision of Personnel Office staff.
- xii. Ensure the confidentiality of all personnel records.

2. LABOR RELATIONS

A. The Assistant Manager shall be directly responsible for the following duties;

- i. Administer all temporary leave and sick leave provisions of the negotiated agreements.
- ii. Serve as a member of the Board of Education Personnel Committee and the district negotiating team.

B. Assist the Manager with the following duties;

- i. Ensuring the consistent and fair administration of personnel policies, regulations, procedures, and negotiated contracts.
- ii. Compile all background information and supportive documentation for grievance hearings, personnel reports, and program proposals.
- iii. Interpret Board policy, administrative regulations, personnel procedures, and negotiated contract provisions for employees and employee groups.

3. RECRUITMENT

A. The Assistant Manager shall be directly responsible for the following duties;

- i. Participate in the recruitment, retention and development of the highest quality personnel.
- ii. Conduct the certificated staff selection process which will include participation in certificated staff interviews at the building and District level for teachers and certificated administrators.
- iii. Participate in college and university career programs, recruitment, seminars, and relevant conferences, training programs, or workshops.

B. Assist the Manager with the following duty;

- i. Manage the effective and timely solicitation of applications for vacant positions; review of applications/interview of applicants; and recommendation of candidates.

4. STAFFING

A. Assist the Manager with the following duties;

- i. Manage student internships, student teaching, alternate route certification, and employee assistance program.
- ii. Maintain an accurate District-wide staffing database.
- iii. 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.

5. 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.

6. All other duties as may be assigned.

III. APPOINTMENT

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

IV. REPORTS TO

The Assistant Manager of Human Resources and Personnel Services reports to, and is evaluated by, the District Manager of Personnel and Administrative Services.

V. QUALIFICATIONS

- A. Experience that demonstrates extensive knowledge and understanding of school human resource functions, labor and school law, Bachelor's degree required.
- B. Minimum of three (3) years employment experience in a supervisory, staff management or

Human Resources capacity preferred.

- C. Experience or familiarity with public school human resources roles and functions preferred.
- D. Received a satisfactory rating in the three most recent annual performance reviews.
- E. 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.
- F. Effective management, problem-solving, organizational, human relations, and written and verbal communication skills.
- G. The abilities to communicate and work effectively with staff, students, job applicants/candidates, vendors/consultants/professionals, and other school district constituencies.
- H. Such alternatives to the above qualifications as determined by the Superintendent.

APPROVED:

Dr. John Ravally

Date: