



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: DIRECTOR OF HUMAN RESOURCES AND COMPLIANCE

QUALIFICATIONS:

1. Possesses Bachelor's Degree. Master's Degree preferred.
2. Holds valid School Business Administrator certificate or eligibility of certificate
3. Holds valid Professional in Human Resources and/or Society for Human Resources Management Certified Professional (SHRM-CP) certifications (preferred).
4. Has minimum of five (5) years experience in Human Resources Management.
5. Has extensive knowledge of applicable federal and state labor laws.
6. Possesses advanced knowledge of personnel policies and practices.
7. Demonstrates knowledge of New Jersey Department of Education Administrative Code and possesses advanced knowledge of educational licensing/certification and TEACHNJ requirements.
8. Possesses expert project management and consultative skills in addition to excellent verbal and written communication and counseling skills.
9. Demonstrates analytical and problem-solving skills, the ability to focus on details and strong PC spreadsheet experience.
10. Demonstrates ability to handle multiple priorities in a highly transactional, fast-paced environment.
11. Has excellent integrity and demonstrates good moral character and initiative.
12. Has proven ability to communicate and work with people in a teamwork environment.
13. Successfully completes required criminal history review and has proof of U.S. citizenship or legal resident alien status.
14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: Ensures district compliance of federal and state laws and regulations. Develops human resources related policies, and coordinates adoption of all Board policies. Directs and coordinates human resources activities, such as recruitment, staff evaluation, compensation, health benefits, labor relations, state-mandated training, and employee services by performing the following duties personally or through subordinates.

PERFORMANCE DUTIES

1. Work Performance/Work Traits

- a. Coordinates HR policies and programs with emphasis on ensuring that the District is in full compliance with applicable laws and regulations.
- b. Works closely with the Superintendent of Schools in developing, implementing and evaluating ongoing HR policies, programs, functions and activities.
- c. Ensures all certified and non-certified positions within the district have necessary paperwork for position.
- d. Directs or assigns the daily administration of other HR services, including but not limited to recruitment and selection, promotions, transfers, contract negotiation and administration, affirmative action/EEO compliance, job classification, performance evaluation and improvement/correction plans and related support, leave administration and employee relations in accordance with quality management principles and overall objectives of the School District.
- e. Develops, prepares, generates, and analyzes ongoing and ad-hoc special reports pertaining to employee personnel information and data, including but not limited to issues such as board agenda minutes, benefit costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, Affirmative Action/EEO, compensation, evaluations, promotions, etc. Effectively implements and utilizes a data processing system to obtain, store, and analyze pertinent data and information.
- f. Maintains and expands knowledge and understanding of existing and proposed Federal, State and Department of Education laws/regulations affecting human resources management. Identifies trends that could impact the District objectives and/or operational resources. Interprets appropriate laws and policies and advises administration, employees, and retirees accordingly.
- g. Participates in the investigation and resolution of ongoing employee relations problems, anticipates problems whenever possible, and develops, recommends, and initiates appropriate steps for resolution.
- h. Consults with legal counsel as appropriate.
- i. Assists with the preparation and drafting of the District's annual budget development as well as all ancillary state, federal, and local financial reports.
- j. Coordinates administration of the health benefits program, Affordable Care Act compliance, waiver incentive program, and COBRA compliance for exiting employees.
- k. Serves as a member of the District Evaluation Advisory Committee.
- l. Interprets union contracts, Board policies, state statute and code for administrators. Supports administrators with replies to grievances, and provides resources to manage performance issues/disciplinary action such as action plans, counseling and reprimands. Also, assists during the renewal and non-renewal process, increment withholdings, RIF's and tenure charges.
- m. Serves as liaison to labor union officials regarding grievances, contract issues, and creates sidebar agreements for resolved matters.
- n. Gathers supporting documentation and participates in grievance hearings, arbitration hearings and other legal matters.

- o. Participates in the investigation of employee relations problems, and recommends and initiates appropriate steps for resolution.
- p. Coordinates and develops Board agenda resolutions for personnel items.
- q. Creates and reviews job descriptions for Board approval.
- r. Supervises the administration of leaves in compliance with FMLA/NJFLA/NJFLI.
- s. Maintains all personnel and medical files for employees.
- t. Oversees Substitute Employment Services and conducts orientation.
- u. Coordinates the employee assistance program, and supervisory referrals.
- v. Manages ADA accommodation requests and ensures compliance with federal and state law.
- w. Creates the Human Resources Department Budget and assists in the development of the staffing budget.
- x. Administers the Employee Health Benefit Waiver Incentive Program, and health benefits contributions for employees on unpaid leave.
- y. Monitors unemployment claims and assists departments with appeals.
- z. Monitors workers' compensation claims and coordinates work between employee and insurance carrier.
- aa. Maintains complete attendance records.
- bb. Supervises, trains and evaluates assigned staff.
- cc. Participates in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- dd. Monitors all Policy/Regulation/Bylaw updates and informs the Superintendent of revisions or new policies/regulations/bylaws.
- ee. Coordinates administrative review of new or updated Policies/Regulations.
- ff. Meets with respective Board Committee to discuss Policies/Regulations/Bylaws, as necessary.
- gg. Provides final Policy/Regulation/Bylaw drafts to the full Board for approval.
- hh. Ensures that amended or new policies/regulations/bylaws are posted on the district website and communicated with appropriate stakeholders.
- ii. Serves as an administrator on the Board Negotiations Committee and attends meetings.
- jj. Drafts memorandums of understanding, sidebar letters and administrative guidelines pertaining to master agreements issues and district practices.
- kk. Serves on Sick Leave Bank Committee and oversees the administration of the sick leave bank program.
- ll. Serves on Affirmative Action Team and investigates allegations of violations.
- mm. Conducts orientation for non-certificated employees, substitutes, volunteers, external coaches, external club advisors and student teachers regarding district policies/procedures and federal/state law.
- nn. Assists the Superintendent of Schools or designee with compliance of AchieveNJ and submission of evaluation scores into NJSMART.

2. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.

- b. Keeps the Superintendent of Schools or designee informed about the ongoing activities of the Human Resources Department.

3. Professional Improvement

- a. Participates in staff development opportunities to enhance job-related skills and knowledge.
- b. Utilizes performance data to support staff development and improvement and coordinates these efforts with appropriate administrators.

4. Other Assigned Tasks

- a. Performs such other tasks and assumes such other duties as may be assigned by the Superintendent of Schools or his/her designee.

TERMS OF EMPLOYMENT: Twelve-month confidential position. Salary established by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy and procedures on the Evaluation of Non-Certificated Personnel.

SOURCE: Regular Board Meeting

DATE: June 29, 2016