



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **HUMAN RESOURCES MANAGER**

#### **QUALIFICATIONS:**

1. Possesses Bachelor's Degree or equivalent or four to ten years related experience and/or training, or equivalent combination of education and experience.
2. Has minimum of five (5) years broad HR generalist experience; a minimum of two (2) years direct management experience. Experience managing a high-volume recruitment effort preferred.
3. Has solid knowledge of applicable federal and state labor laws.
4. Possesses advanced knowledge of personnel policies and practices.
5. Possesses expert project management and consultative skills in addition to excellent verbal and written communication and counseling skills.
6. Demonstrates analytical and problem-solving skills, the ability to focus on details and strong PC spreadsheet experience.
7. Demonstrates ability to handle multiple priorities in a highly transactional, fast-paced environment.
8. Has excellent integrity and demonstrates good moral character and initiative.
9. Has proven ability to communicate and work with people in a teamwork environment.

**REPORTS TO:** Assistant Superintendent Curriculum and Instruction

**JOB GOAL:** Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, 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. In addition, the position works closely with the Assistant Superintendent Curriculum and Instruction 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, 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, 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, and participates in contract negotiations and grievance responses as needed.
- 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 benefit program.

- k. Monitors unemployment claims and assists departments with appeals.
  - l. Monitors workers' compensation claims and coordinates work between employee and insurance carrier.
  - m. Maintains complete attendance records.
  - n. Supervises, trains and evaluates assigned staff.
  - o. Supports and assists the Assistant Superintendent Curriculum and Instruction in all of the duties, as needed.
  - p. Participates in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
  - b. Keeps the Assistant Superintendent Curriculum and Instruction 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.
4. Other Assigned Tasks
- Performs such other tasks and assumes such other duties as may be assigned by the Assistant Superintendent Curriculum and Instruction 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:** October 29, 2008