

HUMAN RESOURCES SPECIALIST

QUALIFICATIONS:

1. High School diploma
2. Minimum of 3 years' experience in central or school office work.
3. Demonstrate excellent leadership and organizational skills.
4. Demonstrate the ability to communicate effectively, both orally and in writing.
5. Ability to exercise discretion and diplomacy in dealing with confidential and sensitive matters.
6. Demonstrates strong analytical and human relations skills.
7. Strong proficiency in Google Apps, Microsoft Word, Excel and various programs that are integral to the position.
8. Strong knowledge of computerized human resources programs: Frontline Central, Recruiting & Hiring, and Genesis Staff Management System, and AESOP a plus.

REPORTS TO: Director of Personnel & Operations

JOB GOAL:

Facilitates all aspects of the Human Resource Department including employee records, including status updates, terminations, and new hiring. Handles the collection of employee information of reports and ensures data is correctly entered into the district's personnel recordkeeping system. Must be familiar with District practices and procedures.

PERFORMANCE RESPONSIBILITIES:

1. Facilitates with direction from the Administration, the personnel needs of the District.
2. Handles the input of personnel information and personnel motions of the Board of Education committee meeting agenda.
3. Coordinates with all new hires prior to the start date to complete all necessary paperwork via the appropriate secure online platform.
4. Advises interview committee members of dates and locations of upcoming interviews as requested by administration.

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5. Maintains Systems 3000 Payroll and works closely with the Payroll Specialist and Payroll/Benefits Specialist to ensure an accurate record keeping system.
6. Key communication liaison for employees.
7. Maintains job posting qualifications for all positions.
8. Responsible for tracking all employee leaves (i.e., maternity/medical/personal/sabbatical) in tandem with the Payroll and Benefits Specialists with proper notification to administration.
9. Criminal History verification.
10. State Reports:
 - NJ Smart Reports:
 - Staff Management Identification:
 - a. Maintains employee NJ Smart Staff Management Identification (SMID) information.
 - b. Enters new employees into the NJ Smart system.
 - c. Updates employee SMID information with regard to name changes, status changes and termination.
 - d. Prepares yearly SMID snapshot report to upload to NJ Smart of all pertinent employee data in preparation for final reporting.
 - e. Prepares final SMID report as it correlates with the snapshot taken previously for accuracy.
 - Staff Report:
 - a. Maintains assignment records for all employees under NJDOE code guidelines.
 - b. Ensures accuracy for export for yearly fall NJ Smart report.
 - c. Certifies final report.
 - Staff Evaluation Report:
 - a. Maintains staff evaluation file as directed by administration in anticipation of export.
 - b. Compiles any missing data.
 - c. Prepares for final export to be uploaded to NJ Smart.

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- d. Certifies final report.
- State Matrix Report:
 - a. Works with local DOE County Office to settle any assignment discrepancies.
 - b. Deciphers all data provided by DOE to ensure proper assignment in relationship with employees certification.
- ESCT Report:
 - a. Works with administration in the evaluation of certified staff SGP scores for all elementary and middle schools.
 - b. Updates scores for certified staff as advised by administration.
 - c. Certifies each schools reports, individually as directed by schools administration.
- 11. Prepares personnel reports as requested via the Business Administrator in preparation for annual budget and other periodic needs, i.e., compensation sick report, hires/terminations, salary reports, etc.
- 12. Prepares contracts electronically in Frontline for all contracted employees as directed by Superintendent/Business Administrator.
- 13. Maintains certified staff report in Genesis Staff Management.
- 14. Prepares and facilitates Personnel Rollover Year-End function to move district into the upcoming school year.
- 15. Updates yearly accruals in AESOP and maintains attendance throughout the year.
- 16. Reviews and approves monthly benefit invoices for Accounting Department.
- 17. Responsible for employee stipends/buybacks.
- 18. Ensures the accuracy of all enrollments by enrolling employees in the Medical, Dental (Horizon), Vision (NVA) and Prescription (Benecard) portals in a timely manner. Add employees to The Standard (Life Insurance) spreadsheet.
- 19. Processes and administers all leave of absence requests and disability paperwork for medical, maternity and FMLA. Update changes to return to work dates. Keeps payroll informed of anyone on leaves to that payroll is processed correctly.

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20. Update all benefit information and benefit changes throughout the year. Calculates paycheck deductions for benefits.
21. Terminates employees in benefit portals and adds employees benefits information to Ameriflex (COBRA) to ensure that employees receive COBRA paperwork in a timely manner.
22. Performs all other duties as assigned by the Director of Curriculum, Instruction & Human Resources, Director of Personnel & Operations, and/or the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:12 School Ethics Act
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:17-13 Assistant and acting secretaries; appointment, powers and duties
N.J.S.A. 18A:17-14 Clerks in the secretary's office
N.J.A.C. 6A:32 District operations