

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: D-002 - Human Resources Manager

EDUCATION AND EXPERIENCE REQUIRED:

1. Baccalaureate Degree in a related field and prior experience within a business setting preferred.
2. Demonstrated proficiency in utilizing a broad range of computer programs.
3. Excellent customer service and problem-solving skills. Ability to maintain confidentiality. Ability to respond quickly and accurately to day-to-day issues that arise. Must be a self-starter with excellent interpersonal skills.

REPORTS TO:

Director of Human Resources, Compliance and Labor Relations

JOB GOAL:

Performs a broad range of human resources functions to ensure the efficient operation of the Human Resources Department's daily processing and the effective delivery of human resources services to District staff; supports the Director of HR, Compliance and Labor Relations and supervises the human resources administrative assistants. Ensures the smooth daily functioning of the Human Resources department.

PERFORMANCE RESPONSIBILITIES:

Oversees the recruiting and placement practices and procedures and updates as necessary to ensure compliance with district policies and regulations and with applicable laws.

Directly oversees responsibilities of departmental administrative assistants and provides direction and assistance as needed.

Responsible for the coordination/organization of New Employee Orientation and annual Substitute Orientation.

Participates in interviewing (non-certificated staff) and onboarding of new employees, as needed, and participates in meetings with staff to explain leave requirements and to provide appropriate forms and ensure completion.

Assures all employee files are maintained in accordance with district policies and regulations and with all applicable laws. Oversees the scanning and shredding of documents in accordance with NJ Records Retention guidelines.

Ensures current and accurate job descriptions for all District positions are maintained in consistent format; ensures that the date of Board approval is recorded on the job description and that approved descriptions are maintained both electronically and in hard copy. May assist in preparation or modification of existing job descriptions.

Coordinates with departmental staff to assure all human resources actions, including new hires, resignations, terminations, leaves of absence, salary adjustments and other employee change of status actions are accurately and timely communicated to the Board. Ensures all revisions to the BOE agenda to be “read in” are completed accurately and completely.

Maintains all employee calendars in the CSI and Absence Management systems. Performs Absence Management upload into CSI each pay period. Reviews/adjusts exceptions noted.

In conjunction with the HR administrative assistant, maintains the District’s position control (PC) system. Works with the appropriate Director and the Business Office to obtain new/revised PC numbers. Coordinates the annual review of PC numbers by Principals and Directors to make corrections prior to the annual budget being compiled.

Answers employees and substitute inquiries and requests for information.

Maintains the Human Resource Department’s page on the District’s website, creating and updating forms and information for staff.

Contacts designated radio and television stations to inform of delayed openings, early dismissals and school closings, when requested by the Director of HR.

Ensures other HR department members are cross-trained in CSI and all Frontline applications (Absence Management, Recruiting and Hiring, Time and Attendance and Frontline Central); serves as departmental resource for all Frontline applications.

Continuously identifies and implements, after review by the Director of HR, operational and processing improvements for the HR Department.

Creates, maintains and/or formats human resources forms in electronic format and ensures updated forms are available for staff on the District website.

Works with HR administrative assistant on all annual reappointments; ensures the listings are complete and accurate prior to adding to the BOE agenda in May.

May assists in the preparation of required paperwork/forms related to approved leaves of absence under both the Federal Family and Medical Leave Act and the New Jersey Family Leave Act.

Responsible for updating Employee and Substitute Handbooks annually.

Responsible for HR Reporting, including, but not limited to, EEOC Reporting, user-friendly budget information, annual Affordable Care Act (ACA) calculations, Workplace Democracy Act (WDEA) reporting, and Time and Attendance reporting.

Responsible for maintaining and reconciling semi-annually totals and usage for employee sick banks.

Performs other duties and special projects as assigned by the Director of Human Resources.

TERMS OF EMPLOYMENT:

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

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board’s policy on the evaluation of non-certified staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

BOARD APPROVAL DATE: September 9, 2021, Agenda Item T-17