

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: D-011- Human Resources Administrative Assistant (Confidential)**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. High School graduate, or equivalent.
2. Demonstrated proficiency in utilizing a broad range of computer programs.
3. Previous secretarial experience, preferably within an educational setting.
4. Ability to maintain a high level of confidentiality.

**REPORTS TO:**

Director of Human Resources, Compliance and Labor Relations

**JOB GOAL:**

Performs a broad range of secretarial, administrative and technological functions to ensure the efficient operation of the Human Resources Department and to support the Human Resources Director.

**PERFORMANCE RESPONSIBILITIES:**

Assists in the recruiting and hiring process by scheduling interviews and coordinating necessary documents for the interview process. Processes all new hire paperwork and distributes to applicable departments and files. Follows up on missing documents as necessary.

Sets up and maintains new employee records/files in CSI. Processes all necessary changes regarding job title, status, location, dates, etc. Completes tickets to route to technology to ensure that new employees are set up for email accounts, required applications and online resources.

Serves as backup for Board agenda preparation including, but not limited to, entering items and resolutions and attaching required backup documents.

Ensures all employee files are maintained in accordance with district policies and regulations and with all applicable laws.

Assists the Human Resources Manager and the Human Resources Director with special projects, and assists other members of the Human Resources Department with assignments as needed.

Maintains high standards of confidentiality.

Serves as liaison with the Technology Department for generation of SMID numbers and for SMID reporting. Works closely with the technology department for annual SMID and NJSMART submission.

Prepares contracts/salary letters each year for distribution in May. Prepares reappointment lists for the agenda with the HR Manager.

Enrolls new hires in the NJDOE Provisional Teacher's program. Works with building principals to assign mentors. Calculates mentoring period and stipend amount. Checks progress of staff enrolled in alternate route programs to verify on time completion of program as required by the state. Serves as liaison with County and State for staff certification. Verifies that all staff members are correctly certificated for assignment. Completes certification expedite forms and submits to County Certification Office when requested/required.

Maintains and updates tenure list and longevity list. Adds tenure dates to CSI and ensures the file correctly reflects status.

Reviews agendas to track retirements/resignations and leaves of absences (LOA). As necessary, adds or removes staff from position control numbers and reassigns position control numbers. Inactivates all retirees and resignations in Frontline systems.

Assists with New Employee Orientation.

Prepares new and revises all Single Unit Contracts annually.

Maintains New Hire Spreadsheet, works with Health Services to assure that new employee physicals are completed and medical files are updated. Serves as backup for new hire fingerprinting verification.

Prepares monthly NJ New Hire report for child support verification.

Reviews annual Matrix report from County DOE office, makes necessary changes and submits form to County with corrections. Assures that certification corrections are reflected in CSI.

Serves as Backup for weekly attendance upload from Aesop to CSI.

Prepares information as requested for collective bargaining matters and/or grievances or, in consultation with the Board Attorney, in preparation for legal proceedings.

Assists in preparation and distribution of negotiations proposals, collective bargaining agreement revisions, ground rules and other negotiations documents.

Distributes/prepares Memorandums of Agreement, union sidebars and settlement agreements as requested.

In conjunction with the HR Manager, ensures that all job descriptions are accurate and updated, the date of the Board approval is recorded on the job description, and that approved job descriptions are maintained both electronically and in hardcopy and are indexed.

Processes all paperwork for salary adjustments including advanced degree paperwork. Collects transcripts upon completion, determines appropriate salary adjustment, in accordance with union salary guides and District policies, and verifies that all necessary documentation is submitted. Maintains spreadsheet of changes for approval on BOE agenda.

Processes employee forms for pre-approval for tuition reimbursement and processes all employee paperwork for payment upon course completion. Maintains spreadsheet for tracking to ensure employee does not exceed credit and amount for reimbursement by school year, in accordance with union contract and District policy requirements.

Performs other duties as assigned.

**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