

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

**TITLE: D-012 - 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.
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5. 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.

**PERFORMANCE RESPONSIBILITIES:**

Responsible for the hiring and reappointment of per diem and permanent substitute staff. Including:

- Monitors substitute applications in Recruiting and Hiring and interviews substitute staff prior to appointment on Board of Education (BOE or Board) agenda.
- Ensures all necessary paperwork is issued, completed and maintained in order to comply with district policies and federal and state regulations. Works with the County Office of Education to process paperwork required for issuance of substitute certification.
- Maintains personnel files for all active and former substitute employees and ensures their completeness and accuracy.
- Enters profile into CSI and Frontline (Absence Management & Time and Attendance) via Recruiting & Hiring and emails all associated correspondence.
- Ensures substitute certification is current; sends renewal reminders as necessary.
- Sends annual district reappointment emails through Absence Management. Prepares annual reappointment lists for all substitutes for BOE agenda; responsible for appointment on BOE agenda of new substitutes throughout the school year.
- Assists substitutes with Frontline questions/issues as necessary.
- Assists with planning and conduct of annual substitute orientation(s) and substitute staff recruitment fairs, as needed.
- Upon request of building principal/assistant principal, blocks substitute from a building In Time and Attendance and Absence Management, and ensures the request is accompanied by a completed "Substitute Incident Report." Ensures the records of blocked schools are included in the substitute employee file. (If a substitute is blocked from three District schools, notifies the Human Resources Manager for follow-up with the substitute.)

- Coordinates end of year posting closings/re-openings with other HR administrative assistant to be sure that substitute postings are re-posted annually and that administrative staff is notified that prior year postings will close for review of applicants on 6/30/21 of each school year. Reposts all substitute job openings annually.

Responsible for all aspects of leave of absence (LOA) processing (except for LOA employee meetings), as follows:

- Processes all paperwork submitted for staff requests for leaves of absences, places resolutions on the Board agenda and issues all notification paperwork following Board approval.
- Processes all follow-up documentation for employee leaves of absence, including notification letters to staff after BOE approval and provides copies as appropriate to district staff.
- Enters LOA dates into CSI and Frontline Absence Management after BOE agenda approval.
- Maintains HR LOA spreadsheet.
- Enters LOA information, including long term replacement information into CSI extended screens.
- Issues all LOA intent to return letters in February of school year prior to return date; communicates with HR Director and Manager about anticipated return, resignation or leave extension.

Responsible for preparing all human resources related action items/resolutions for all BOE agendas utilizing Board Docs, as follows:

- Coordinates with department and District staff to ensure that all necessary resolutions are placed on the board agenda, completely and accurately, which relate to HR matters, such as appointments, retirements, resignations, changes to professional degree, mentoring, salary adjustments and related matters.
- Transfers all information from the additional compensation sheet to the agenda, verifies approval with district directors as required.
- Verifies and assists with obtaining correct account number and position control numbers needed for agenda.
- Issues RICE notices to District staff as required and/or requested.
- Prepares revisions to BOE agenda items for “read-in” on the day of the Board meeting.
- Prepares and disseminates all necessary follow-up notifications and employee contracts following board action.

Coordinates the initial hiring and renewal process for all extracurricular coaches, workers and volunteers for Board and County approval, as follows:

- Processes all paperwork for out-of-district coaches and advisors, including paperwork for substitute certification, as required.
- Coordinates with Athletic Directors as needed.
- Responsible for appointment of all coaches and advisors on the Board agenda, including verifying step and stipend, tracking step on salary scale, new hire paperwork processing and creating CSI demographic screens.
- Reviews and ensures all non-employee coaches and advisors have completed paperwork and cleared fingerprints before beginning work.

Assists with new hire paperwork processing as needed.

Responsible for confirmation of fingerprinting for all new hires and ensures that fingerprint status for all new hires is communicated to school administrators. Serves as district contact person for all inquiries regarding fingerprinting.

Remains cross-trained with other department members in the operation of Frontline's Absence Management, Recruiting & Hiring and Time & Attendance.

Maintains annual list of retirements/resignations with salaries/schools/positions.

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.

Serves as the HR department's back up for maintenance of the position control system.

Serves as the backup for the weekly upload of Absence Management data into the CSI system and for the work of other HR Administrative Assistants.

Assists with annual New Employee Orientation organization and planning.

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