

DEPARTMENT: SCHOOL DISTRICTS
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 25, 2005

DIRECTOR OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible position that involves all personnel and payroll related tasks, fringe benefits, health insurance administration and accounting of all personnel related costs for the school district. The incumbent is responsible for the administration of COBRA, HIPAA, and FMLA policies and procedures in accordance with local, state, and federal regulations; for maintaining all personnel and payroll related records; for coordinating with other government entities regarding personnel issues; and for ensuring compliance with contracts and District policies regarding personnel matters. The incumbent is also involved in labor relations and contract administration. The position reports directly to the District's Business Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes, and directs the human resources programs for the district including administration of employee fringe benefits which include health, dental, vision insurance, flexible spending accounts, 401(b), Section 125 and HRA accounts;
2. Audits and processes bills from various insurance companies along with updating any changes or enrollments;
3. Serves as liaison between the insurance companies and the employee if any concerns over claims arise;
4. Balances retiree accounts by entering payments and deducting retiree premiums;
5. Conducts the open enrollment period every year for health insurance and participates in the new employee orientations explaining benefits and procedures;
6. Completes all forms for Unemployment Insurance and Workers' Compensation as well as monitors and attends hearings. This includes workers compensation reporting, mandates and maintenance of records and also collaboration with third party administrator;
7. Administers, in consultation with the District's Business Administrator, the provisions of various contracts and salary schedules for all personnel working under negotiated agreements as well as the non-bargaining employees. This includes maintaining all salary schedules.
8. Administers negotiated grievance procedures, investigates and recommends action on complaints & grievances;
9. As a member of the district's team, participates in labor negotiations with recognized employee groups at the direction of the Superintendent with the Board of Education;
10. Provides counsel and advice to the Board, Superintendent, and department heads on a variety of employee/employer and labor relations matters and provides budget development support to school business officials regarding the costs of salaries and benefits;
11. Ensures that the district's shared decision-making process for the selection and assignment of employees is carefully observed. This includes the district's hiring procedures, reference checks, etc. and makes sure that the final recommendation from selection committees are forwarded to the Superintendent for all personnel;
12. Plans, develops, and revises personnel management policies in accordance with negotiated contracts, state legislation, board policies;
13. Monitors compliance with the district's employee attendance policies and procedures by ensuring consistent recording and reporting of employee attendance to the central office;
14. Develops and maintains a system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, and also with regards to workers' compensation and seniority lists;
15. Represents the district on human resource matters to the public, officials, and to employee groups on all areas of employment issues. This includes informing and advising employees regarding rules and regulations through new hire orientation, employee notices and personal contact as required;
16. Serves as liaison to the local civil service agency, New York State retirement systems, Federal and State governmental agencies and Niagara County for unemployment issues;
17. Prepares and submits periodic reports, as required to other government agencies including for Federal programs, and prepares and monitors the annual budget for the district in areas of personnel and administration;

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18. Maintains all records and schedules necessary for the hiring of employees including employment applications, fingerprinting, interviews and maintenance of applicant lists;
19. Prepares payroll, accounts for and remits all payroll liabilities and ensures compliance with contract obligations. This includes determining correct employee salaries, step placement and calculation of benefits;
20. Accounts for employee benefit entitlements, accruals and usages;
21. Maintains substitute employment applications, maintains substitute list and coordinates with the Orleans/Niagara BOCES Substitute Teacher Calling Service;
22. Performs exit interviews and pre-retirement planning seminars;
23. Insures that the personnel administration of the district is run in a proper, efficient, legal manner;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current human resource and labor relations principles and practices; thorough knowledge of New York State Civil Service laws, rules, and regulations; thorough knowledge of Education Law, school district policies and procedures, and educational personnel policies and procedures; good knowledge of proper practices, policies, procedures and techniques of public personnel administration; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to interpret and understand complex written material; ability to communicate effectively both verbally and in writing; ability to plan, delegate and supervise the work of others; ability to establish and maintain an effective working relationship with employees at various levels of government and with the public; ability to maintain accurate records and prepare reports; ability to maintain confidentiality; professional and personal integrity; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in Business Administration, Public Administration, Management, or Business related field and two (2) years of experience involving technical personnel work*.

*Technical personnel work is defined to mean and is limited to experience in two or more of the following areas: job classification and compensation; personnel recruitment, or career counseling or placement; fringe benefit administration and labor relations and contract administration; supervision of personnel records department; or Civil Service administration.

NOTE: Clerical experience in support of the above personnel functions will not be acceptable towards meeting the minimum qualifications.