

Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Human Resource Specialist

QUALIFICATIONS:

- A. High School Diploma — Minimum
- B. Demonstrates competence in the use of computers and related software applications, general office duty skills and varied office machine skills.
- C. Ability to handle secretarial work of some complexity and variety in an independent and professional manner.
- D. Ability to work accurately and efficiently with attention to detail while following established procedures.

PRIMARY FUNCTION: Assume responsibility of various board office duties including personnel/human resources and benefits management. To assure smooth and efficient human resource business related operations.

BENEFITS: Benefits are available to full time employees per the negotiated contract.

DEPARTURE NOTICE: 60-day notice is required upon departure

REPORTS TO: Board Secretary/Administrator

MAJOR DUTIES AND RESPONSIBILITIES:

Human Resources:

- Maintain Position Control Rosters within the CSI software system
- Review and process all personnel recommendations sent in for new hires, substitutes, volunteers, transfers, student teachers, contract revisions, resignations, retirements.
- Process and maintain files for new certificated and non-certificated employees, i.e., organize and process criminal history review, collect.
- Verify certifications, transcripts, the results of physical examinations, TB tests, and drug tests if required for employment.
- Insure fingerprint clearance and employment cards for all new employees.
- Update salaries and other pertinent information on employee records.
- Generate staff demographic reports and other personnel related reports as requested.



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- Maintain Master Personnel Excel report.
- Annually review contract renewals; inclusive of step, lane, tenure, longevity, substitute certification status etc.
- Prepare correspondence, forms, and contracts as needed.
- Prepare and advertise job openings, notify all employees of opening via email, create new-hire packets, and onboard all new employees.
- Prepare identification/fob cards for new employees.
- Gather/prepare monthly email report/supporting documentation of Board Agenda Personnel Approval form submissions for BA Secretary Agenda preparation.
- Maintains Human Resource/Payroll webpage.
- Coordinate exit interviews for departing staff.

Benefits Coordination:

- Explanation of benefit packages to all new employees, enrollment and deletion of employees in the applicable insurance plans.
- Coordinate annual open enrollment selections/changes.
- Ensure supporting documentation is in place regarding adding dependents or making life changing related changes.
- Consults with benefit providers regarding annual benefit package renewal, and obtain updated enrollment forms, benefit plan documents, cost chart, etc.
- Keep payroll specialist informed regarding benefit changes.
- Review monthly benefit bills and make necessary corrections/updates.
- Benefits include health, prescription, and dental; flex spending, and BOE non-represented long term disability insurance.

Substitute Teacher, Tutor and Extracurricular Personnel files:

Responsible for certification, fingerprinting, maintaining records for all substitutes used throughout the district; processing of all substitutes, tutors and extracurricular employee paperwork, including certification through County Superintendent's Office and NJ DOE.

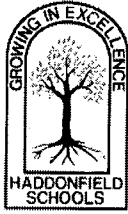
Temporary Leave Requests:

- Coordinate/track leave of absence requests, i.e., gather/review supporting documentation,
- Review/confirm paid time off balance.
- Verify FMLA/FLA eligibility, allocate leave period for BOE approval for Business Administrator final review/approval.

Salary Lane Change Request:

Coordinate salary lane change requests, gather/review supporting documentation for Assistant Superintendent final review/approval.

Employee Records Change Request:



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Review and process all employee change requests related to demographic updates in human resource/payroll software as well as benefit portals.

Employee Certification Status:

- Gather and process county emergency licensure requests.
- Gather and process substitute certification packets for the county office.
- Verify certificate upon receipt of employment recommendation.
- Manage and process provisional licensure entries for CE/CEAS certificated staff.
- Yearly reminder to school secretaries/principals regarding evaluation entries for provisional teachers. Remind provisional teachers regarding applying for standard certificate. Confirm and print issued Standard certificates for personnel files. Coordinate/process provisional license renewals.
- Complete and verify annual Matrix exercise review and corrections.
- Complete Record of Professional Experience forms for Assistant Superintendent's review/signature.
- Attend trainings/workshops provided by NJDOE's Office of Certification and Induction.

Other Duties as Assigned:

Performs other duties as assigned by the Business Administrator and/or the Superintendent.

BOE Approved Date: 1/24/19

BOE Review Date: