



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Human Resources Generalist

REPORTS TO: Director of Employee Relations and Organizational Development

QUALIFICATIONS:

1. A high school diploma.
2. Experience in personnel administration including knowledge of computerized human resources systems.
3. Strong interpersonal skills in dealing with the public.
4. Strong written and oral communication skills.
5. Notary public, or interest in becoming one.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

To assist the Director of Employee Relations and Organizational Development in the efficient operation of the office. This includes accurate record keeping, consistent application of policy and processes and supporting district staff and departments in relation to the operation of the Human Resources office.

ESSENTIAL JOB FUNCTIONS:

1. Maintains human resources information systems in regards to employee attendance, observations, evaluations, applicant tracking and mandatory training.
2. Reviews Board of Education personnel motions.
3. Ensures all Human Resource Information Systems are up to date.
4. Completes year end rollover in all Human Resource Information Systems (HRIS).
5. Recruits, screens and recommends employment of substitute staff.
6. Creates and maintains personnel files for all staff.
7. Provides support and information to complete NJDOE reports as related to the Human Resources Office.
8. Analyzes personnel data to assist with the development of district policies and procedures.
9. Reviews all collective bargaining agreements and individual contracts in addition to district policies and regulations when interacting with staff members.
10. Makes recommendations to improve the office's ability to operate at its highest level of efficiency.
11. Enters detailed information into all Human Resource Information Systems (HRIS) to ensure correct reporting of personnel information.
12. Creates and distributes annual staff contracts and employment notifications in addition to new staff member contracts.
13. Reviews all staff attendance data and identifies patterns to make recommendations to ensure the district is operating effectively and within the district set policies and regulations.
14. Reviews and approves all district employment postings and ensures the district website is up to date with available positions and that applicants are notified when a position is filled.
15. Maintains all district attendance records and provides reports on an as needed basis.
16. Maintains contact with district substitute staff.

17. Communicates with the district benefits office regarding leave of absences.
18. Communicates with the district payroll office regarding substitute payments, employee pay changes, and anything payroll related.
19. Coordinates with the professional development tracking system to ensure substitute coverage is entered and district policy and procedure are followed regarding staff being absent for professional development.
20. Maintains the observation and evaluation system for the district on a yearly and as needed basis.
21. Provides reports from any HRIS as needed or requested by district departments.
22. Performs such other tasks and assumes such other responsibilities as assigned by the administrator.

WORK YEAR: Twelve-month employee
DATE APPROVED: June 18, 2019
APPROVED BY: Board of Education