

Attachment C-1

Personnel Services Coordinator

Title: Personnel Services Coordinator

Qualifications: Minimum BA/BS degree
HR experience preferred

Primary Function: Responsible for operational and technical personnel duties including, but not limited to: ensuring compliance with all local, state, and federal personnel requirements; preparing job descriptions and postings (advertisements) that reflect district needs; managing online applications and interview processes; completing all pre-hire requirements including web searches and fingerprinting; managing the employee benefits program as a liaison to faculty and the School Business Administrator; maintaining an accurate data base of all district employees including confidential personnel and medical files; and completing all personnel documentation necessary for Board of Education meetings.

Reports to: Superintendent of Schools
Director of Human Resources and Professional Development

Major Duties and Responsibilities

Personnel

- Prepare and submit to the Superintendent the Board of Education Meeting Personnel Agenda items.
- Coordinate the issuance of initial and annual renewal employment contracts to all certificated and non-certificated employees.
- Coordinate the issuance of contract non-renewal, suspension, and termination notices.
- Oversee the screening, interviewing, selection, onboarding, and orientation processes for all new staff.
- Coordinate and participate in the development and maintenance of a system of performance evaluation for employees.
- Coordinate all personnel actions, including but not limited to appointments, renewal/non-renewal of employment contracts, transfers, leave of absences, promotions, demotions, retirements, resignations, and terminations.
- Monitor paperwork for Provisional Teacher Program and coordinate with County/State Departments of Education to facilitate process.
- Oversee position control and manage the district-wide-staffing profile.
- Oversee the recruitment, hiring, and evaluation of all certificated and non-certificated substitute staff.
- Maintain current and confidential personnel files including all matters of attendance, FLA, FMLA, FLI and compliance with state and federal standards.

- Interpret, apply, and enforce all board policies, administrative regulations, and district procedures and practices relating to human resources and personnel services.
- Recommend and assist in the development of new and revised board policy and regulations pertaining to relating to human resources and personnel services.
- Interpret, apply, and comply with language in all collect bargaining agreements.
- Assist in employer/employee relations, labor negotiations, contract management, and grievance processing.
- Represent the District when applicable at compliance agency hearings, including but not limited to, judicial proceedings and PERC, EEOC, and Workers' Compensation Appeals Board.
- Develop new and update existing job descriptions.
- Plan and direct an ongoing program of research related to personnel administration as a means of keeping abreast of new theories, trends, and practices.
- Plan and provide a program of specialized assistance in the handling of employee problems by keeping abreast of new theories, trends, and practices pertaining to grievance, legal matters, conflict resolution, suspension and termination.

Staff Attendance

- Monitor all staff attendance, ensure the accurate accounting of all absences, and complete a periodic analysis of such.
- Coordinate the system for approving personal and sick day absences.
- Coordinate the system disability, family, and medical leave of absences.

Health Benefits Coordination

- Work collaboratively with the Business Administrator to coordinate and oversee the district health benefits program.

Workers' Compensation Coordination

- Monitor and ensure the investigation and processing of all workers' compensation claims.

Additional Duties:

- Evaluate and complete the Annual Performance Review for the Personnel Services Secretary.
- Maintain good public relations with the community.
- Maintain consistent lines of communication with the Superintendent, Director of Human Resources and Professional Development, Business Administrator, Assistant Superintendents, and other administrators, making them aware of existing and potential problems.
- Assume the responsibility for the implementation and observance of all Board of Education policies, regulations, and administrative procedures.
- Perform other related duties as assigned by the Superintendent of Schools.

Terms of Employment: Twelve-month position.

Evaluation Criteria: In accordance with provisions of the Board's policy on Evaluation of Professional Personnel

Approved by: Sayreville Board of Education

Adoption/Revision Date: June 15, 2021