

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****HUMAN RESOURCES OFFICER****JOB GOAL**

To facilitate new hires for the district, on-board new employees, and provide guidance to all employees on the complicated process of benefits, compensation and leaves of absence. Must be organized and have the crucial task of complying with all local, state and federal regulations for HR.

QUALIFICATIONS

1. Minimum of five years' experience working in Human Resources or related field.
2. Advanced knowledge of Access database.
3. Advanced knowledge of computer software including spreadsheet formulas, database programming, database queries, mail merges, etc.
4. Experience creating custom reports in Frontline.
5. Experience adding new courses and designing course plans in SafeSchools/Vector.
6. Knowledge of state and federal family and medical leave laws.
7. Knowledge of Americans with Disabilities Act (ADA) law and related laws (i.e., ADA AAA).
8. Knowledge and experience with employee insurance benefits and processing.
9. Knowledge of Patient Protection and Affordable Care Act (PPACA) and related reporting requirements.
10. Understanding of labor laws and disciplinary procedures.
11. Ability to train staff members in various software programs and processes.
12. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Coordinate and develop various Human Resource procedures.
2. Maintain various Access databases that provide support to Human Resource functions.
3. Manage leave of absences for all staff members while adhering to all legal requirements.
4. Act as ADA Coordinator.
5. Answer employee questions and address employee concerns with district.
6. Track and maintain district's job descriptions and district's policies and regulations.
7. Maintain Position Control Roster.
8. Calculate employee contributions towards healthcare benefits.
9. Manage policies and regulations that need to be reviewed annually by staff in SafeSchools/Vector.
10. Manage payroll change report as relates to job duties.

11. Manage annual Personnel/Attendance rollover process.
12. Maintain and distribute Benefits Enrollment Kits for new employees.
13. Process all healthcare-related paperwork (new enrollments, terminations, COBRA, etc.).
14. Assist Superintendent's Secretary with Personnel database functions and reports.
15. Perform such other duties as may be assigned.

ESSENTIAL SKILLS/ABILITIES

1. Detail-oriented and professional.
2. Excellent written and verbal communication skills.
3. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
4. Problem-solving and decision-making aptitude.
5. High integrity, ethical and confidentiality standards.
6. Proficient with Microsoft Office Suite and other job-related software.
7. Ability to work independently and reliably.
8. Ability to organize, prioritize and follow up on multiple tasks.
9. Regular attendance.
10. Prolonged periods sitting at a desk and working on a computer.
11. Must be able to lift up to 15 pounds at a time.
12. Ability to traverse school facility and grounds.

REPORTS TO

Superintendent and Business Administrator.

TERMS OF EMPLOYMENT

Twelve month contract. Salary and work year to be determined by the Board of Education in consultation with the administration.

EVALUATION

Performance of this job will be evaluated by the Superintendent and Business Administrator.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **April 28, 2022**