

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Assistant to the Executive Director

DATE: May 24 2017

REPORTS TO: Executive Director

JOB SUMMARY: Provide direction, control and the implementation of the programs and services for the Midwestern Intermediate Unit IV. Establish the services and programs to support the strategic initiatives of Midwestern Intermediate Unit IV. Provide the method and means of recruiting, selecting and retaining employees for Midwestern Intermediate Unit IV and to oversee the procedures to manage the various collective bargaining agreements, organizational policies and procedures, and labor laws and regulations that govern the operations of Midwestern Intermediate Unit IV.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Monitor Regulatory Compliance
 - a. Conduct research in statutes and regulations to design policies and procedures that are in compliance with federal, state and local laws.
 - b. Review the Pennsylvania Department of Education standards, circulars, regulations and guidelines and develop systems to ensure professional employees possess appropriate certification for the positions they hold.
 - c. Develop internal systems and practices to insure compliance with all pre-employment requirements.
 - d. Identify legal issues and communicate those issues to the solicitor and/or legal counsel.
 - e. Assist solicitor and legal counsel in all legal matters associated with Midwestern Intermediate Unit IV.
2. Direct the Recruitment and Selection Process
 - a. Direct the postings and advertisement and other recruitment strategies for position vacancies.
 - b. Design manual and electronic systems and procedures for applicant screening and employee selection that comply with labor and employment laws.
 - c. Recommend to the Executive Director and prepare personnel Board Agenda items with proposed salaries for the Board of Directors.
 - d. Ensure legal compliance in all hiring practices.
3. Design and Manage Total Compensation

- a. Design system and protocols for conducting job analysis, job descriptions, job evaluations and compensation studies for Midwestern Intermediate Unit IV non-bargaining staff.
- b. Design systems and protocols for administering pay for performance programs.
- c. Research compensation program designed to attract and retain employees from the market and offer competitive severance pay for employees retiring from Midwestern Intermediate Unit IV.

4. Monitor Fringe Benefits

- a. Control the Workers' Compensation and Unemployment Compensation programs.
- b. Oversee insurance benefits program for current and retiring staff members.

5. Manage Equal Opportunity Practices

- a. Ensure the maintenance, safekeeping and confidentiality of all personnel files and records as required by applicable law, policies and regulations.
- b. Acts as Title VII, Health Insurance Portability and Accountability Act (HIPAA) and Equal Employment Opportunity (EEO) compliance officer.
- c. Writes, maintains, and executes personnel policies and procedures in accordance with federal, state and local laws, and regulations to protect against unlawful discriminations.

6. Maintain Personnel Records

- a. Maintain personnel records.
- b. Monitor personnel employment documents.
- c. Monitor tenure and permanent certification of professional employees.
- d. Responsible for the Pennsylvania Department of Education/Audit reports required for certification compliance.

7. Manage Labor Relations

- a. Administer, interpret and advise on the provisions of collective bargaining agreements in consultation with Executive Director.
- b. Represent the Administration in the professional union meet/discuss sessions to minimize potential grievances, arbitration and other labor disputes as defined in the collective bargaining agreement.
- c. Participate as a member of the Administrative negotiating team for Midwestern Intermediate Unit IV during professional and support bargaining process.
- d. Participate in Monthly Staff Meetings and serve on the Labor/Management Committee.

8. Develop Human Resources
 - a. Provide new staff orientation.
 - b. Direct Human Resources policy development, distribution and training.

9. Manage Employee Relations
 - a. Administer the employee attendance and the substitute program of Midwestern Intermediate Unit IV in conjunction with program administrators.

 - b. Conduct exit interviews, authorize severance payments and other benefits that are consistent with collective bargaining and employment laws.

 - c. Hold regular meet and discuss sessions with both professional and nonprofessional union representatives.

10. Manage Continuous Human Resources Improvements
 - a. Design methods for improving efficiency and accuracy of a web-based technology system to manage employee absences and assign employee substitutes.

 - b. Develop and communicate Human Resource information through a Human Resource Web site.

11. Manage Midwestern Intermediate Unit IV's FBI Fingerprint Site Operations.

12. Serve as a member on Midwestern Intermediate Unit IV's Safety Committee.

13. Supervise and evaluate support staff assigned to Human Resources.

14. Assist Executive Director in overseeing all departments.

15. Assist Executive Director in administrating the Midwestern Intermediate Unit IV program of services and assist with implementing the vision and goals of MIU IV.

16. Assist all directors in analyzing programs, budgets and personnel.

17. Assist all directors and supervisors in maintaining a highly qualified work staff and oversee all improvement plan meetings.

18. Serve as the Open Records Officer.

19. Provide human resource and operations consultation and trainings to districts and other intermediate units.

20. Perform other duties as assigned by the Executive Director.

QUALIFICATIONS:

- PA Administrative Certification, Superintendent's Letter of Eligibility or advanced degree in Law, Human Resources or Human Relations required
- Five (5) years experience as a Public School Personnel Director, Superintendent, Assistant Superintendent, Central Office Administrator

- or Office Manager required
- Knowledge of Pennsylvania School Code, certification regulations, staffing policy guidelines and state and federal labor law and regulations, proven experience in bargaining unit contract negotiations required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking, standing or moving throughout work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess supervisory skills
- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)