



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Human Resources Generalist

(Rev. 04/28/2016)

Qualifications:

1. Bachelor's degree and 3 to 5 years' experience or a Master's degree and 1 to 2 years' experience in the HR field, or 7 years' experience in the HR field, or any similar combination of education and experience.
2. Experience in curriculum review and staff development activities
3. Demonstrated knowledge of federal and state anti-discrimination laws and regulations
4. Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. HR Certification preferred

Reports To:

Human Resource Manager

Supervises:

No direct supervisory responsibilities

Job Goal:

Performs HR-related duties, working closely with the HR Manager. This position carries out responsibilities such as benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

Essential Functions:

1. Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
2. Participates in developing department goals, objectives and systems.
3. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
4. Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
5. Develops and maintains affirmative action program; files EEO-1 report annually; maintain other records, reports and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program and writes and places advertisements.
7. Handles employee relations counseling, outplacement counseling and exit interviewing.
8. Participates in administrative staff meetings and attends other meetings and seminars. Maintains company organization charts and the employee directory.
9. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
10. Maintains human resource information system records and compiles reports from the database.
11. Maintains compliance with federal and state regulations concerning employment.



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12. Performs other related duties as required and assigned
13. Monitors equal access to facilities and a harassment-free school environment for all employees and students.
14. Measures the effectiveness of the affirmative action/equity program and administers discriminatory grievances filed.
15. Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.
16. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Competencies:

1. Human Resources Capacity
2. Problem Solving/Analysis
3. Project Management
4. Communication Proficiency
5. Ethical Conduct
6. Time Management

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Administrative Assistant
Pay Grade/Compensation Structure:	G11
Evaluation:	In accordance with Board policy
Job Code:	9300