

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****HUMAN RESOURCES OFFICER
(Confidential Employee)****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. Knowledge of state and federal family and medical leave laws.
5. Knowledge of Americans with Disabilities Act (ADA) law and related laws (i.e., ADAAA).
6. Knowledge and experience with employee insurance benefits and processing.
7. Knowledge of Patient Protection and Affordable Care Act (PPACA) and related reporting requirements.
8. Understanding of labor laws and disciplinary procedures.
9. 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. Create custom reports in Frontline, add new courses and design course plans in SafeSchools/Vector, and train staff members in various software programs and processes.
3. Maintain various Access databases that provide support to Human Resource functions.
4. Manage leave of absences for all staff members while adhering to all legal requirements.
5. Act as ADA Coordinator.
6. Answer employee questions and address employee concerns with district.
7. Track and maintain district's job descriptions and district's policies and regulations including posting on district website.
8. Maintain Position Control Roster.
9. Calculate employee contributions towards healthcare benefits.
10. Manage policies and regulations that need to be reviewed annually by staff in SafeSchools/Vector.
11. Manage payroll change report as relates to job duties.
12. Manage annual Personnel/Attendance rollover process.
13. Prepare employment contracts.
14. Process all new-hire paperwork including criminal history review checks, payroll forms, etc., and verify legally-required paperwork is complete prior to start date.
15. Process all healthcare-related paperwork (new enrollments, terminations, COBRA, annual open

- enrollments, etc.).
16. Create and maintain forms and employee profiles in Frontline Central.
 17. Complete semi-annual compliance reports for insurance providers.
 18. Assist Superintendent's Secretary with Personnel database functions and reports.
 19. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures.
 20. 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. Ability to lift up to 25 pounds on occasion.
12. Ability to traverse school facility and grounds.

REPORTS TO

Superintendent and School Business Administrator.

TERMS OF EMPLOYMENT

Twelve-month contract. Salary and work year to be determined by the Board of Education.

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**
 AMENDED: **November 20, 2024**