

ST. MARY PARISH PUBLIC SCHOOLS
HUMAN RESOURCES MANAGER JOB DESCRIPTION

POSITION: Human Resources Manager

REPORTS TO: Director of Human Resources

TERMS OF EMPLOYMENT: 240 Day Employment

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule

OBJECT/FUNCTION: 114/2830

QUALIFICATIONS: Must possess a minimum of a bachelor's degree; bachelor's degree in HR or related field of study is preferred; ability to adapt to a changing work environment; proficient use of office technologies and intermediate to advanced experience using MS Excel, MS Word, and MS Outlook; working knowledge of payroll processing systems.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Maintain strict confidentiality of office business.
2. Assist within the Human Resources Department as designated by the Director of Human Resources.
3. Stay abreast of current HR-related legal requirements, professional practices, and technical skills by participating in job-related professional development opportunities.
4. Work cooperatively and in harmony with administrators and co-workers.
5. Answer incoming calls and directs as needed and receive visitors in a courteous and effective manner.
6. Organize and schedule appointments and meetings.
7. Maintain computer and manual filing systems.
8. Maintain accurate employee records and HR documentation.
9. Prepare and manage reports related to HR compliance.
10. Manage HR data analytics and reporting to assist strategic decision-making.
11. Ensure timely and accurate reporting of HR metrics and Key Performance Indicators (KPIs) ex. retention rates, evaluations.
12. Coordinate office procedures.
13. Implement clerical duties and administrative procedures.
14. Assist with the New Employee Orientation program.
15. Process all newly certified hires and employee separations.
16. Report new, resigned, and retired employees to the state of Louisiana.
17. Manage Verifent by completing, requesting, and evaluating requests for income or experience.
18. Oversee the certification process for all district employees.
19. Assist with ensuring that all staff meet the necessary certification requirements and maintain up-to-date credentials.
20. Maintain a current list of uncertified teachers and tracks their progress toward certification.
21. Work closely with the parish Athletic Director to process coaches.
22. Create, maintain, and void active directory accounts for all employees.
23. Maintain all HR Systems including attendance, time, central, and applications.
24. Run scripts for accurate processing and tracking of employee attendance.
25. Maintain coordination of information between HR systems and other related programs.
26. Work with PEP Coordinator to assure accurate reporting of current data in HR systems for generating state PEP data files.
27. Maintain a comprehensive knowledge of the job responsibilities of other positions in the HR department.
28. Create and distribute advertisements.
29. Provide detailed, pertinent HR information to auditors for the annual audit and provide all required personnel files for audit purposes.
30. Prepare and submit all requisitions for the HR department.
31. Louisiana Workforce Commission (LA Workforce) liaison: Complete workforce verification forms, respond to unemployment claims, and attend phone hearings with the judges of LA Workforce to prevent paying erroneous unemployment claims.
32. Create department related documents and files.
33. Distribute employee contracts, assurance letters, and job descriptions to all certified employees.
34. Maintain webpage content related to department.
35. Attend professional workshops and trainings and maintain a current understanding of regulations and guidelines that pertain to the position.
36. Assist the Director of Human Resources with recruitment at colleges/universities, and within the district.

37. Be prepared to assist in other departments as needed.
38. Maintain a general knowledge of software programs used by the district.
39. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
40. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
41. Exhibit working knowledge of the St. Mary Parish Public Schools Policies and Procedures Handbook.
42. Perform any other duties as may come within the scope of said positions or may be assigned by the immediate supervisor or Superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

Signature: _____ Date: _____