

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

HUMAN CAPITAL 1910 - Human Capital Employee Relations and Services Manager

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JOB TITLE: HUMAN CAPITAL EMPLOYEE RELATIONS AND SERVICES MANAGER

SUPPORTS: Director of Human Capital Strategy and Support

NATURE AND SCOPE OF JOB:

The Human Capital (HC) Employee Relations and Services Manager position will support the district's efforts to hire and support staffing to ensure the needs of Paterson's students and schools are met. Reporting directly to the Director of Human Capital Strategy and Support, the HC Employee Relations and Services Manager will be responsible for directly supporting all employees and district leaders.

The ideal candidate will provide high levels of customer service with the ability to work efficiently. In addition, the candidate will leverage technical applications and tools as well as drive continual process improvements.

QUALIFICATIONS:

Human Capital (HC) Employee Relations and Services Manager shall:

1. Bachelor's Degree or equivalent professional experience.
2. Strong interpersonal and communication skills and experience.
3. Demonstrated success in providing high levels of customer service.
4. Ability to plan, organize, complete assigned work.
5. Ability to analyze and solve problems in a quick and accurate manner.
6. Proficient in data entry/management and accurate record keeping.
7. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
8. Experience working effectively with a wide range of constituencies in a diverse community.
9. Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint) and other office productivity tools.
10. Experience in an urban school district, preferred.
11. Seven (7) years of Employee Relations and Services experience, preferred

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12. General Knowledge of employment law and regulations, preferred.
13. Ability to analyze and communicate analysis of data, preferred.
14. Computer literacy (including Human Capital management systems and Internet applications), preferred.
15. Knowledge and experience with human resource management software such as EduMet; AESOP; Kronos and/or Applitrack, preferred.
16. Willingness to take on leadership role and "go the extra mile", preferred
17. Bilingual, preferred.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Human Capital Employee Relations and Services Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The Human Capital Employee Relations and Services Manager's responsibilities will include, but not be limited to the following:

1. Resolve serious employee relations issues by coaching and consulting with employees and leaders
2. Often manages cases from intake through research, investigation, tracking, documentation and resolution; primarily accountable for coaching through and resolving escalated issues
3. Provides training, education and counseling to the workforce on Human Capital practices, policies and guidelines
4. Collaborate with Human Capital Partners to identify trends and issues within schools and departments, conduct climate assessments, and develop recommendations
5. Participate in special projects, which may include the development, communication and implementation of policies or new Human Capital programs or initiatives that impact employee relations matters
6. As a member of the Human Capital management team, provide key human resource support and contribute to specific Human Capital Team projects and key initiatives.
7. Serve as a primary point of Human Capital contact for assigned implementation projects.
8. Utilize superb project management, facilitation, and communication expertise to deliver relevant, effective Human Capital solutions.
9. Act as a trusted resource and business partner to department peers, managers and district employees on a wide variety of topics and guide employees to appropriate people, tools, and resources.
10. Human Capital administrative duties as assigned including but not limited to: employee onboarding, status change and separation; new Human Resource program and policy communication and implementation; compensation planning; handbook/policy updates; etc.
11. Maintain confidentiality and follow school department, state, and federal policies and procedures

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
 2. Occasional exposure to a variety of weather conditions.
 3. Exposure to heated/air conditioned and ventilated facilities.
 4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
 5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
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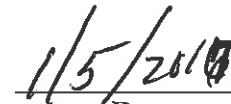
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EVALUATION

The Chief Human Capital Officer shall evaluate the Human Capital Employee Relations and Services Manager in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved


Date