

JOB DESCRIPTION

PATERSON **BOARD OF EDUCATION**

HUMAN RESOURCES
1915 Human Resources Employee Records
Representative
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**JOB TITLE: HUMAN RESOURCES EMPLOYEE RECORDS
REPRESENTATIVE**

REPORTS TO: Director of Human Resources Support and Services

NATURE AND SCOPE OF JOB:

The Human Resources Employees Records Representative will support the office of Human Resources efforts in providing the best possible customer service to all those who visit the office. Reporting directly to the Director of Human Resources Support and Services, the Human Resources Employees Records Representative will be responsible for meeting and greeting all visitors to the office of Human Resources, answering any questions a perspective employee may have or directing them to where find the answers. The Human Resources Employees Records Representative will also assist HR Partners/Recruiters and HR Coordinators in fulfilling requests for the schools regarding employee personnel information. The Human Resources Employee Records Representative will also responsible for the management of the District's file room and other important documents that are maintained by the District.

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:

The Human Resources Employee Records Representative shall:

1. High School Diploma or equivalent
 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. Should be comfortable working alone as well as under the assistance of a supervisor
 6. Proficient in data entry/management and accurate record keeping
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7. Knowledge of the commonly used procedures and methods in the maintenance of the file and documents
8. Excellent organizational skills; demonstrated ability to multi-task & prioritize tasks
9. Experience working effectively with a wide range of constituencies in a diverse community
10. Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint) and other office productivity tools
11. Experience in an urban school district, preferred
12. Ability to analyze and communicate analysis of data, preferred
13. Computer literacy (including HR management systems and Internet applications), preferred
14. Knowledge and experience with human resource management software such as EduMet; AESOP; Kronos and/or Applitrack, preferred.
15. Willingness to take on leadership role and "go the extra mile."
16. 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 High School Diploma or equivalent.
5. Employment interview.

EMPLOYMENT TERMS:

The Human Resources Employees Records Representative shall be employed under the following terms:

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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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Human Resources Employees Records Representative will include, but not be limited to the following:

1. File records away in alphabetical
 2. File HR forms, employee documents, hiring related materials or other identifiable Human Resources related materials into employee personnel files
 3. Code/label files for proper placement.
 4. Maintain confidentiality of the files and ensure files are not handled or viewed by any unauthorized persons
 5. Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition
 6. Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and Alphabetical order.
 7. Retrieve files as necessary.
 8. Scan or read incoming materials in order to determine how and where they should be classified or filed
 9. Ensure if files are loaned out that they come back.
 10. Operate the District's mechanized files (Lektriever) to sort, file and or locate personnel folders
 11. Clean/maintain file space.
 12. Manage all databases and records and purge old files when appropriate.
 13. Create new file entries as needed.
 14. Log all files that are removed to ensure all files are tracked to determine their whereabouts.
 15. Fax and photocopy files.
 16. Deliver files via interoffice methods.
 17. Use scanners to convert forms, receipts, and reports into electronic format.
 18. Ensure no materials in personnel file are lost or removed without official approval.
 19. Be able to explain filing system to others.
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Additional duties (during periods of times when HR experiences heavy workloads) to be assigned at the request of the Chief of Human Resources or his/her designee.

1. Support onboarding and hiring process, scheduling and coordination of new hire orientations
2. Conduct background screening as requested or assigned
3. Ensure employees are set up on all HR systems, reports as appropriate
4. Maintain confidentiality of all records and transactions
5. Process employment verifications
6. Maintain confidentiality and follow school department, state, and federal policies and procedures
7. Assist with special projects as requested or assigned

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:

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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.

EVALUATION

The Director of Human Resources Support and Services shall evaluate The Human Resources Employees Records Representative 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