

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### PERSONNEL

**4619 Supervisor for Human Resources  
Non-Certificated Staff**

**Page 1 of 6**

### REVISED

**JOB TITLE: SUPERVISOR FOR HUMAN RESOURCES NON-CERTIFICATED  
STAFF**

**REPORTS TO: Director of Human Resources**

**SUPERVISES: Designated Human Resources Office Personnel (Non-Certificated Unit)**

### **NATURE AND SCOPE OF JOB:**

The Supervisor for Human Resources (Non-Certificated Unit), working under the supervision of the Director of Human Resources, is responsible for supervisory, technical and advisory work in personnel and, in addition, supervises the overall daily activities of the Non-Certificated Unit Office and staff.

### **QUALIFICATIONS:**

The Supervisor for Human Resources (Non-Certificated Unit) shall:

1. Have a Bachelor's degree in Human Resources or a related field from an accredited college or university.
2. Have excellent interpersonal skills.
3. Have at least three (3) years experience working in a Human Resources Office.
4. Have experience working in a multicultural/urban environment.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

## PERSONNEL

### 4619 Supervisor for Human Resources Non-Certificated Staff

Page 2 of 6

10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Official college transcripts.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

#### EMPLOYMENT TERMS:

The Supervisor for Human Resources (Non-Certificated Unit) shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions 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 Supervisor for Human Resources (Non-Certificated Unit) shall:

1. Supervise the employment of District non-certificated staff.
2. Recommend initial salary placement of non-certificated personnel at the time of employment.
3. Conduct entrance orientation with new non-certificated employees.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### PERSONNEL

#### 4619 Supervisor for Human Resources Non-Certificated Staff

Page 3 of 6

4. Monitor the assignment/transfer of district non-certificated employees in consultation with District and building level administrators.
5. Review handbooks for all non-certificated employees and recommend up-dating as needed.
6. Prepare and review evaluations for non-certificated personnel.
7. Maintain and up-date job descriptions for all non-certificated personnel.
8. Supervise and assist in planning in-service training for non-certificated personnel.
9. Provide job counseling to all non-certificated personnel.
10. Supervise the creation and maintenance of all personnel files and employee database for non-certificated personnel, including the position control system.
11. Assemble personnel action items for recommendation of the Director of Human Resources to the Superintendent of Schools for non-certificated personnel.
12. Act as liaison between payroll and the Human Resources/Personnel Department communicating all salary changes to payroll on a timely basis for non-certificated personnel.
13. Review extra compensation payrolls in conjunction with the Director of Human Resources for non-certificated personnel.
14. Complete surveys pertaining to district certificated personnel both for District use and out-of-state requests; these may include negotiations, wage/salary surveys, employee absences and turnovers, retirements, affirmative action hiring, and benefits.
15. Compile and complete state reports involving non-certificated staff.
16. Respond to certificated staff inquiries, both verbally and in writing, concerning personnel issues.
17. Compile and process staff requests for equivalency.
18. Compile and process criminal history review documents for non-certificated staff.
19. Act as liaison between the Director of Human Resources and various district departments involving non-certificated staff related issues.
20. Evaluate Personnel Department members as directed by the Director of Human Resources and make any appropriate recommendations.
21. Apply and adhere to laws, regulations, and procedures governing public personnel administration.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### PERSONNEL

#### 4619 Supervisor for Human Resources Non-Certificated Staff

Page 4 of 6

22. Assist the Department of Human Resources in projects, such as, the Annual Job Fair, Retirement Dinner, Teacher Recognition Dinner, New Teacher Orientation and etc.
23. Collect and analyze data, to perform research and to prepare technical reports on all phases of school personnel administration.
24. Express ideas effectively in oral and written forms.
25. Establish and maintain effective working relationships with administration, department chairpersons, employees and the general public.
26. Analyze and interpret statistical data.
27. Use established payroll and benefits procedures.
28. Operate and maintain computer database.
29. Display the highest ethical and professional behavior in working with parents, school personnel, and outside agencies associated with the school.
30. Serve as a role model for staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
31. Participate in appropriate in-service and workshop programs and attend any required meetings.
32. Use computers and/or electronic equipment to fulfill job functions.
33. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
34. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
35. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### PERSONNEL

**4619 Supervisor for Human Resources  
Non-Certificated Staff**

**Page 5 of 6**

### **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.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### PERSONNEL

**4619 Supervisor for Human Resources  
Non-Certificated Staff**

**Page 6 of 6**

### EVALUATION:

The Director of Human Resources or his/her designee shall evaluate the Supervisor for Human Resources (Non-Certificated Unit) in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Michael Glascoe

Approved

10-22-2007

Date

Signature on file in Human Resource Services.