

# **JOB DESCRIPTION**

## **— PATERSON BOARD OF EDUCATION**

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4628- SUPERVISOR  
OF HUMAN RESOURCES  
& NETWORK SERVICES  
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**JOB TITLE: SUPERVISOR OF HUMAN RESOURCES & NETWORK SERVICES**

**REPORTS TO: Director of Staffing & Support Services and/or Director of Employee Services**

**SUPERVISES: Human Resources Partners, Coordinators and Human Resources Systems**

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

The Supervisor of Human Resources & Network Services works under the supervision of the Director of Staffing & Support Services and/or the Director of Employee Services or his/her designee, is responsible for supervisory, technical and advisory work in personnel, supervises the overall daily activities of the Human Resources Partners, Coordinators and Human Resources Systems. In addition, online updates & maintenance of employee records, continued business process redesign and greater use of technology and other productivity applications to improve the efficiency and customer service efforts to schools and employees.

The ideal candidate will provide high impact technical and analytical support to the department to promote, train, and drive the use of technology in support of the department's human capital improvement efforts

### **QUALIFICATIONS:**

The Supervisor of Human Resources & Network Services shall:

1. Hold a Bachelor's Degree from an accredited college or university.
2. Have at least three (3) years supervisory experience in Human Resources/Personnel and/or equivalent experience, preferred.
3. Have the ability to operate and maintain district employee database.
4. Have the ability to collect and analyze data, to perform research, and to prepare technical reports on all phases of computer related issues for other departments in the district.
5. Have knowledge of district employee database in regards to maintenance and operation.

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6. Experience in HR application support; including applications such as time and management systems, human resource information systems, applicant tracking solutions and substitute management system.
7. Demonstrated ability to think strategically and use technology as a process and system improvement.
8. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.
9. Ability to work independently as well as with a team.
10. Ability to analyze and solve problems in a quick and accurate manner.
11. Proficient in data entry/management and accurate record keeping.
12. Superior problem solving ability.
13. Have experience working in a multicultural/urban environment.
14. Hold and maintain a valid driver's license with no serious violations.
15. Have excellent integrity and demonstrate good moral character and initiative.
16. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
17. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
18. 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.
19. 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.
20. 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.
21. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

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22. 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 of Human Resources Services & Network Services 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 of Human Resources Services & Network Services will include, but not be limited to the following:

1. Supervise the employment of District certificated and non-certificated staff, Human Resources Partners and Coordinators.
2. Supervise, train, and coordinate assignments for support staff relating to district attendance records, health benefits, pension, and the Human Resources database.
3. Recommend initial salary placement of certificated and non-certificated personnel at the time of employment.

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4. Keep confidential all correspondences, reports and other documents relating to negotiation strategies.
5. Assist with NJDOE Certification records for all certificated staff including registering novice teachers and administrators into the appropriate training programs.
6. Monitor the assignment/transfer of district certificated and non-certificated employees in consultation with District and building level administrators.
7. Analyze (in cooperation with incumbents and supervisors), job responsibilities and salaries for the purpose of developing job descriptions and salary schedules.
8. Certify job classifications and salaries of the certificated and non-certificated area to the Director of Human Resources Support and Services.
9. Screen all applications to determine compliance to criteria and certification, if required, prior to forwarding to managers or administrators for the interview process.
10. Assist with maintaining adequate records of all mentored personnel and ensures that novice provisional teachers understand the requirements of the Provisional Teacher Program for all certificated staff are conducted according to New Jersey statutes and Board of Education policy.
11. Prepare all back-up data related to certificated and non-certificated personnel issues and make recommendations to the Director of Human Capital Support and Services.
12. Review handbooks for all certificated and non-certificated employees and recommend updating as needed.
13. Prepare and review evaluations for certificated and non-certificated personnel.
14. Supervise and assist in planning in-service training for certificated and non-certificated personnel.
15. Supervise the creation and maintenance of all personnel files and employee database for certificated and non-certificated personnel, including the position control system.
16. Assemble personnel action items for recommendation of the Director of Human Capital Support and Services to the Superintendent of Schools for certificated and non-certificated personnel.
17. Act as liaison between payroll and the Human Resources/Personnel Department communicating all salary changes to payroll on a timely basis for certificated and non-certificated personnel.

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18. Review extra compensation payrolls in conjunction with the Director of Resources Capital for certificated and non-certificated personnel.
19. Respond to certificated and non-certificated staff inquiries, both verbally and in writing, concerning personnel issues.
20. Assist with the compilation and processing of staff requests for equivalency.
21. Have primary responsibility for HR systems and serve as lead representative or liaison between Director of Staffing & Support Services and/or the Director of Employee Services and to various district departments involving certificated and non-certificated staff related issues and, particularly IT and Payroll.
22. Assist the Department of Human Resources in projects, such as, the Annual Job Fair, Teacher Recognition Dinner, New Teacher Orientation, etc.
23. Collect and analyze data, to perform research and to prepare technical reports on all phases of school personnel administration.
24. Analyze and interpret statistical data.
25. Use established payroll and benefits procedures.
26. Operate and maintain computer database.
27. Participate in appropriate in-service and workshop programs and attend any required meetings.
28. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
29. Establish procedures for data exchange between Human Resources, Position Control and the Business Office in regard to Human Resources Database daily information systems interfaces.
30. Coordinate implementation of new related software as required.
31. Maintain all Control file codes and generate reports in the Human Resources Database.
32. Coordinate future system upgrades and customization for Human Resources/Personnel as needed.
33. Research and prepare technical reports
34. Prepare the following types of reports:
  - Salary Guides

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- Human Resources Fiscal Rollover
  - Human Resources Control and Maintenance Files
  - Salary Projections
35. Prepare district database generated reports for the Human Resources/Personnel.
  36. Provide a strategic and operational focus on HR systems by initiating and supporting ongoing process improvement and efficiency of HR operations.
  37. Manage projects which will enhance delivery of HR services to employees.
  38. Lead initiative to automate various HR processes and functions.
  39. Establish and implement audit procedures and perform ongoing analysis to ensure data integrity, accuracy, and security.
  40. Troubleshoot HR system issues.
  41. Maintain HC webpage(s) and modify as necessary.
  42. Coordinate with IT to conduct system enhancements and customizations as well as assist in determining HR needs for such enhancements and/or upgrades.
  43. Oversee and/or manage the operation of the applications used in HR, including but not limited to EduMet, Applitrack, Kronos, and Aesop Substitute Management.
  44. Act as the application manager for the HR systems that are hosted by the vendor. Work with vendors to ensure the systems are configured to optimize use and manage the ongoing management of the system including security access for appropriate employees and enhancements to the system as required.
  45. Collaborate with central technology to optimize the integration of data transfer between systems.
  46. Ensure appropriate and accurate data is captured, stored and extractable for reporting as required.
  47. Assist in creating and running reports as needed, often merging different data sources and segregating data to provide meaningful analysis.
  48. Create and deliver high impact training that maximizes end user participation, comprehension and application of the material.
  49. Provide first tier customer support to system end users.

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50. 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.
51. Establish and maintain effective working relationships with administration, department chairpersons, employees and the general public.
52. Display the highest ethical and professional behavior in working with parents, school personnel, and outside agencies associated with the school.
53. 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.

## **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.



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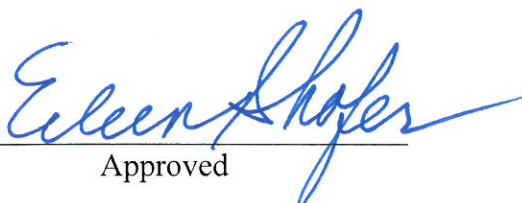
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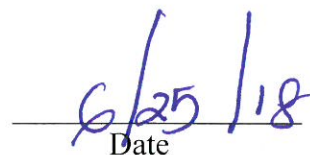
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1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical 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 Staffing & Support Services and/or the Director of Employee Services or his/her designee shall evaluate the Supervisor of Human Resources and Network Services 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.

  
Approved

  
Date