

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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Human Resource Services
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REVISED

JOB TITLE: SUPERVISOR OF HUMAN RESOURCE SERVICES

REPORTS TO: Director of Human Resources or his/her designee

SUPERVISES: Certificated Unit & Non-Certificated Unit

NATURE AND SCOPE OF JOB:

The Supervisor of Human Resource Services works under the supervision of the Director of Human Resources or his/her designee, is responsible for supervisory, technical and advisory work in personnel and, in addition, supervises the overall daily activities of the Certificated and Non-Certificated Unit Office and staff.

QUALIFICATIONS:

The Supervisor of Human Resource Services shall:

1. Hold a Master's Degree from an accredited college or university.
2. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.A.C. 6:11- 9.3 and 9.6).
3. Have at least three (3) years supervisory/administrative experience preferred.
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.

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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 of Human Resource 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 Resource Services shall:

1. Supervise the employment of District certificated and non-certificated staff.

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2. Recommend initial salary placement of certificated and non-certificated personnel at the time of employment.
3. Be responsible for compilation of documents needed for collective negotiations.
4. Keep confidential all correspondences, reports and other documents relating to negotiation strategies.
5. Conduct entrance orientation with new certificated and non-certificated employees.
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.
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. Maintain adequate records of all mentored personnel and ensures that formative and summative evaluations 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 Resources.
12. Responsible for all assignment, transfer, dismissal and promotion recommendations presented to the Director of Human Resources for approval.
13. Assist in developing certificated personnel policies and procedures that comply with state and federal mandates.
14. Train supervisory staff regarding NCLB and Highly Qualified compliance.
15. Conduct oral and/or written exit interviews of personnel leaving the district.

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16. Conduct organizational studies, analyzing position classifications, organizational structures, workflow, effective and related matters, prepare written reports as appropriate.
17. Organize a comprehensive recruitment and selection process that presents a professional image to prospective employees and selects the best qualified personnel in accordance with the policies of the Board of Education.
18. Prepare and submit state reports in a timely manner to the Department of Education and any other agency as may be appropriate
19. Review handbooks for all certificated and non-certificated employees and recommend updating as needed.
20. Prepare and review evaluations for certificated and non-certificated personnel.
21. Maintain and update job descriptions for all certificated and non-certificated personnel.
22. Supervise and assist in planning in-service training for certificated and non-certificated personnel.
23. Provide job counseling to all certificated and non-certificated personnel.
24. Supervise the creation and maintenance of all personnel files and employee database for certificated and non-certificated personnel, including the position control system.
25. Assemble personnel action items for recommendation of the Director of Human Resources to the Superintendent of Schools for certificated and non-certificated personnel.
26. 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.
27. Review extra compensation payrolls in conjunction with the Director of Human Resources for certificated and non-certificated personnel.
28. Complete surveys pertaining to district certificated and non-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.
29. Compile and complete state reports involving certificated and non-certificated staff.
30. Respond to certificated and non-certificated staff inquiries, both verbally and in writing, concerning personnel issues.
31. Compile and process staff requests for equivalency.

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32. Compile and process criminal history review documents for certificated and non-certificated staff.
33. Act as liaison between the Director of Human Resources and various district departments involving certificated and non-certificated staff related issues.
34. Evaluate Personnel Department members as directed by the Director of Human Resources and make any appropriate recommendations.
35. Apply and adhere to laws, regulations, and procedures governing public personnel administration.
36. Assist the Department of Human Resources in projects, such as, the Annual Job Fair, Teacher Recognition Dinner, New Teacher Orientation, etc.
37. Collect and analyze data, to perform research and to prepare technical reports on all phases of school personnel administration.
38. Express ideas effectively in oral and written forms.
39. Establish and maintain effective working relationships with administration, department chairpersons, employees and the general public.
40. Analyze and interpret statistical data.
41. Use established payroll and benefits procedures.
42. Operate and maintain computer database.
43. Display the highest ethical and professional behavior in working with parents, school personnel, and outside agencies associated with the school.
44. Serve as a role model for staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
45. Participate in appropriate in-service and workshop programs and attend any required meetings.
46. Use computers and/or electronic equipment to fulfill job functions.
47. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
48. 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.

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49. 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.

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.

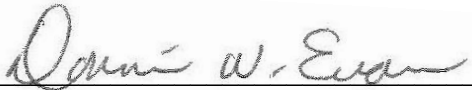
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EVALUATION:

The Director of Human Resources or his/her designee shall evaluate the Supervisor of Human Resource 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

11-18-2013
Date