

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### PERSONNEL

#### 4626 Human Resources Information Systems Manager

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**JOB TITLE:** HUMAN RESOURCES INFORMATION SYSTEMS MANAGER

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

**SUPERVISES:** Staff Attendance Office, Health Benefits, Pension, and Human Resources Systems

#### NATURE AND SCOPE OF JOB:

The Human Resources Information Systems Manager coordinates interaction between Human Resources/Personnel and the Business Division for district employee database and maintains records of employee attendance, health benefits, and pension. In addition, the Human Resources Information Systems Manager is responsible for all Human Resources Information Systems.

#### QUALIFICATIONS:

The Human Resources Information Systems Manager shall:

1. Hold a Bachelor's degree in Human Resources from an accredited college or university.
2. Have a minimum of five (5) years supervisory experience in Human Resources/Personnel.
3. Knowledge of payroll, health benefits, pension, and position control procedures.
4. Have the ability to operate and maintain district employee database.
5. 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.
6. Have knowledge of district employee database in regards to maintenance and operation.
7. Have knowledge of laws, regulations, and procedures regarding Family Leaves, unpaid leaves of absence, health benefits and pension.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.

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10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. 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.
12. 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.
13. 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.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **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, other professional sources.
4. Employment interview.

#### **EMPLOYMENT TERMS:**

The Human Resources Information Systems Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.

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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 Information Systems Manager shall:

1. Supervise daily operation of the Staff Attendance Office, Health Benefits and Pension including the following:
  - Receive, record, and monitor daily attendance for all district employees from remote locations.
  - Prepare Adjustment Reports for Payroll Department for each pay period.
  - Process/maintain all requests for use of accumulated days, unpaid leaves of absence, retirements, resignations and prepare documentation in collaboration with district administrators regarding employees.
  - Supervise, train, and coordinate assignments for support staff relating to district attendance records, health benefits, pension, and the Human Resources database.
  - Distribute attendance, health benefits, and pension data and issue relative directives through the Director of Human Resources/Personnel.
  - Prepare and distribute reports each pay period, monthly, quarterly maintain annual reports for the district, and department requests.
  - Process and record all Attendance Incentives – sick day buy back, perfect attendance bonus, retiree payments, vacation buybacks and audit reports for such payments.
  - Coordinate implementation of new related software as required.
  - Maintain all Control file codes and generate reports
2. Provide reports and recommendations to the Superintendent of Schools and the School Business Administrator to assist in the negotiation of employee labor agreements and control the cost of employee benefit plans.
3. Be responsible for compilation of documents needed for collective negotiations.
4. Keep confidential all correspondences, reports and other documents relating to negotiation strategies in regard to all employee benefits.
5. Demonstrate willingness to substitute for other supervisors as needed and/or requested.

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6. Maintain, coordinate and supervise the dissemination of information as it pertains to employee attendance, health benefits, and pension.
7. Establish procedures for data exchange between Human Resources, Position Control and the Business Office in regard to Human Resources Database daily information systems interfaces.
8. Maintain Control files in the Human Resources Database.
9. Coordinate future system upgrades and customization for Human Resources/Personnel as needed.
10. Prepare district database generated reports for Human Resources/Personnel.
11. Apply and adhere to laws, regulations and procedures regarding leave of absences for employees.
12. Collect and analyze attendance, health benefits and pension data.
13. Research and prepare technical reports.
14. 14. Prepare the following types of reports:
  - Salary Guides.
  - Human Resources Fiscal Rollover.
  - Human Resources Control and Maintenance Files
  - Salary Projections
  - Individual Attendance Reports, Health Benefit, and Pension information
  - Human Resources Database Reports
15. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.

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18. Use computers and/or electronic equipment to fulfill job functions.
19. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
20. 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.
21. 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.

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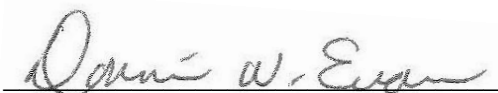
### ENVIRONMENTAL DEMANDS:

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.

### EVALUATION:

The Director of Human Resources or his/her designee shall evaluate the Human Resources Information Systems Manager 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

4-26-2010

Date