

Position: Human Resources Specialist

Reports to: Director of Finance and Operations

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Position Summary

The Human Resources Specialist provides comprehensive support across all human resources functions for the District, ensuring compliance with federal, state, and local laws, district policies, and collective bargaining agreements. This multifaceted role manages benefits administration, employee relations, leave management, onboarding, personnel records, and HR systems while serving as a confidential and key resource for all staff and leadership. The position requires independence, professional judgment, and a commitment to maintaining confidentiality and promoting positive staff relations.

Essential Duties and Responsibilities

- **Benefits Administration & Compliance:**

- Coordinate and supervise the administration of all employee benefits programs (health, dental, life, HAS, FSA, DCA, disability, etc.), including eligibility determination, orientation, enrollment sessions, and the annual open enrollment process.
- Monitor benefit status for retirees and COBRA participants, overseeing related billing and collections.
- Prepare annual OSHA reports and collaborate with payroll to ensure consistent and aligned operations.

- **Employee Relations & Support:**

- Serve as the primary contact for diverse staff matters including retirement planning, general inquiries, assistance needs, and career planning.
- Manage policies and programs designed to improve employee retention and foster positive relations.
- Provide human resources advice, counsel, and expertise to administration and staff as needed.

- Promote good public relations through professional appearance, attitude, and conversation.
- **Leave & Absence Management:**
 - Coordinate and administer all leave programs, including Disability, Worker's Compensation, FMLA, and a full range of Connecticut leave programs (CTPL, CT FMLA, and other statutory leaves), ensuring strict compliance with federal, state, and union guidelines.
 - Process workers' compensation claims and maintain accident reports.
- **Onboarding & Recruitment:**
 - Conduct onboarding and orientation for all new employees and substitutes.
 - Ensure compliance with all required fingerprinting and background checks per state statutes and district policies for new hires, substitutes, and student teachers.
 - Prepare and post all vacancy notices and advertisements; manage online application and substitute databases, serving as the point of contact for substitute needs.
- **Records Management & HRIS:**
 - Develop and maintain the strictest confidentiality in dealing with all employee records, including personnel, medical, I-9, and other sensitive information, in compliance with all relevant laws.
 - Manage and maintain accurate personnel files and HR databases/systems (e.g., School ERP Pro, Frontline Recruiting & Hiring, Absence Management, Vector Training Solutions).
- **Policy, Labor Relations & General Operations:**
 - Implement district policies, programs, and procedures for employees.
 - Guide management on employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organizational values.
 - Actively support labor relations by assisting with collective bargaining, grievance, and arbitration processes as required.
 - Assist with employee discipline investigations and prepare monthly, quarterly, and annual reports.

- Support the Director of Finance in budget preparation and annual audit reviews.
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Qualifications

- **Education & Experience:**

- Bachelor's degree in Human Resources, Business Management, or a related discipline strongly preferred; high school diploma required.
- Minimum of five (5) years of related Human Resources, payroll, or business office operations experience required.

- **Required Skills & Abilities:**

- Strong knowledge of HR practices, labor laws, confidentiality standards, and proficiency in HRIS platforms and Microsoft Office/Google Workspace.
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing, with effective active listening skills.
- Strong organizational, problem-solving, and public relations skills; ability to prioritize tasks and meet deadlines under time constraints.
- Professionalism and discretion in handling sensitive information; ability to work independently and collaboratively.

Additional Working Conditions

- Regular interaction with children, staff, visitors, and parents.
- Frequent interruption of duties and repetitive hand motion (keyboard, writing).
- Occasional requirement to travel, work overtime, evenings, and/or weekends, and lift up to 20 pounds.