SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: **Human Resource Manager**

QUALIFICATIONS:

1. Minimum of a Bachelor's Degree in human resource management or related area, or equivalent experience and training.
2. Working knowledge of the principles and practices of human and recruiting methods. Including and not limited to general knowledge of state and federal statutes related to personnel administration, union contracts, worker's compensation, and unemployment.
3. Ability to deal effectively and maintain working relationships with applicants and state/regional agencies.
4. Ability to understand and explain policies and procedures.
5. Ability to work independently, maintain confidential records, prepare reports in both oral and written form.
6. Ability to work with people, maintain and develop effective working relationships, problem solve and process documentation.
7. Possess working knowledge of Microsoft Office programs

REPORTS TO:
Superintendent of Schools or designee.

SUPERVISES:
All secretarial and clerical personnel assigned to the Human Resources Department

JOB GOAL:
To develop and maintain a highly qualified Human Resources Department serving The Southington Public School District.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and participate in the recruitment of all highly qualified staff.
2. Schedule and participate in interviews through a comprehensive hiring process.
3. Maintain an up-to-date applicant file of prospective candidates for all positions.
4. Develop recruitment strategies to encourage and maintain diverse candidate pool.
5. Develop and maintain personnel records in accordance with all statutory and regulatory requirements.
6. Conduct new employee orientation and ensure all employees are enrolled in applicable medical, dental, and retirement benefits as appropriate.
7. Assist employees with retirement, resignation, and post-employment process and benefits as appropriate.
8. Enforce all state and federal mandated employee background checks.
9. Maintain accurate databases on all employees including, but not limited to, education level, salary, assignments, tenure, seniority, and longevity.

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10. Administer collective bargaining agreements as appropriate. Prepare and participate in all collective bargaining negotiations and budget development.
11. Coordinate discipline and grievance hearings and have a thorough understanding of the collective bargaining agreements to advise and assist the appropriate discipline policies and procedures.
12. Coordinate mandated training and maintain appropriate records.
13. Collaborate with benefits advisor on medical insurance/life insurance/retirement/worker injury.
14. Coordinate and respond to all unemployment benefits claims and hearings.
15. Ensure safe standards and OSHA compliance.
16. Process Leave of Absence requests, including but not limited to, Family and Medical Leave of Absence (FMLA), extended medical, child rearing, and personal leaves.
17. Maintain up-to-date Job Descriptions for all positions.
18. Place student teachers and interns within the School District as appropriate.
19. Maintain a pool of qualified substitute teachers, custodians, nurses, and paraeducators.
20. Perform such other related duties and responsibilities as assigned by the Superintendent of Schools or designee.

TERMS OF EMPLOYMENT:
Twelve month, two hundred sixty (260) day work year with salary, benefits, and working conditions established by the Board of Education.

EVALUATION:
Performance to be evaluated annually by the Superintendent of Schools or designee.

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