Tenafly PUBLIC SCHOOLS

ASSISTANT HUMAN RESOURCES MANAGER

Qualifications:

- Bachelor's Degree from an accredited college or university highly desirable, suitable work experience may be utilized to substitute college or university coursework.
- Possess at least two years' experience in a Human Resources Department position, suitable business related experience may be substituted.
- Knowledge of personnel administration principles and practices: employee classification, recruitment, selection, training, equal opportunity employment, discipline, benefits and employee onboarding.
- Ability to take initiative and responsibility while prioritizing multiple tasks in an independent manner within the framework of departmental needs.
- Ability to perform high-quality clerical and pertinent related work in a confidential manner.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Possess excellent organizational and interpersonal skills with attention to detail.
- Possess excellent computer skills including, but not limited to, Google Suite and Microsoft.
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law.

Primary Function:

The primary function of an Assistant Human Resources Manager is to support the HR department's operations by assisting with recruitment, employee relations, benefits administration, and compliance.

Direct Report:

Human Resources Manager

Specific Duties and Responsibilities:

- Assist the Human Resources Manager in general personnel operations, including, but not limited to, screening phone calls and inquiries that may involve confidential or sensitive topics, and addressing concerns with the Human Resources Manager.
- Manage district benefit enrollments, status changes, and terminations.
- Prepare and maintain all employee contracts, personnel files, records, and related lists.
- Keep confidential all correspondence, reports and other documents related to the Human Resources Office.
- Provide public relations support to advertise available positions on district website, district recruiting/resume management system and other online job boards, including, but not limited to, college boards, LinkedIn and Indeed.
- Manage onboarding process for all new hires; including, but not limited to, entering hires into district software, newly certificated teaching staff into the NJDOE database to activate their credential(s), NJ Substitute Teacher Credentials and all associated paperwork.
- Coordinate with other departments (Business Office, Technology, Assistant Superintendent, etc.) to ensure that all paperwork is processed for new hires.
- Assist with annual renewal and non-renewal of staff process as required.
- Prepare and maintain the personnel section of the Board Agenda.
- Disseminate correspondence, including, but not limited to, calendars, attendance records, job postings, employee contracts, memorandums, etc.
- Prepare pre and post Board Meeting notices and memorandums.
- Prepare and maintain the district's organizational chart.
- Manage district evaluation system relative to category assignments, tenure status, etc., in accordance

with state regulations.
- Under the direction of the Human Resources Manager, manage the process for various state reports, including, but not limited to, Staff Member Identifiers (SMIDs), EEOC Report, OSHA Report, CRDC Report and Certificated and Non-Certificated Staff Submission.
- Maintain and track all graduate credit and bi-annual salary adjustment requests reviewing for relevancy, accreditation, and accuracy.
- Manage the district absence tracking system.
- Under the direction of the Human Resources Manager, manage the Human Resources website.
- Prepare for college/university or other career fairs in an effort to recruit qualified potential candidates.
- Collect data and other information and compile operational statistics as requested.
- Work cooperatively with staff in other offices with the completion of large and time sensitive projects.
- Maintain a schedule of appointments for the Human Resources Manager, and schedule meetings and/or interviews as requested.
- Attend training sessions that are relevant to the job functions and duties.
- Process all criminal background applications, including but not limited to, emergency hiring and Pass-The-Trash procedures.
- Order and maintain office supplies.
- Perform specialized and confidential assignments, as required, including other tasks related to the efficient operation of the Human Resources Office.

Terms of Employment:
12 month, Non-Bargaining Unit Position.

Evaluation:
In accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:

Revised: