

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

October 2016

SECTION I: GENERAL INFORMATION

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| Position Title: Human Resources Generalist | Department: Human Resources |
| Immediate Supervisor's Position Title: Director of Human Resources | FLSA Status: Non-exempt |
| Band/Grade/Subgrade: C-4-2 | Bargaining Unit: Office Employee Association |
| Job Summary: Under the direction and guidance of the Director of Human Resources, the Human Resource Generalist is responsible for providing daily administrative and secretarial assistance and support to the Human Resources Department. The Human Resource Generalist coordinates specific office functions associated with the Human Resources Department and provides support for associated staff. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: Administers the AESOP substitute calling system. Manages employee sick leave system. |
| Percent of Time: | 35% | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Enters all new employees for groups that utilize the AESOP system. Notifies employees of their User ID and Pin for the AESOP system and sends user guide and Employee Self Service payroll info. • Checks daily report and assist building secretaries as needed in filling positions. • Performs extract from AESOP to update employee sick leave records each payroll period. • Performs routine maintenance of AESOP system. • Send all substitute employees an updated calendar, pay date sheet and other information at the beginning of each year. • Initiates communication with the payroll department when employee wages need to be withheld. • Interprets and explains all sick leave bank procedures to groups that have a sick leave bank. • Maintains sick leave bank data for all groups having a sick leave bank. | | |

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| Duty/Responsibility No: | 2 | Statement of duty/responsibility: Maintains and updates files for personnel records and correspondence. |
| Percent of Time: | 10% | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Maintains personnel record keeping systems for co-curricular assignments, personnel files for all active staff, substitute staff and former employees as per record retention requirements. • Maintains record of current licensure for all teachers, substitutes, nurses and custodians. • Maintains records and follows up on employee evaluation tracking. | | |

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: Maintains and updates files for personnel reports, policies, contracts, forms and systems. |
| Percent of Time: | 35% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Files required leaves with TRA. • Drafts teacher seniority list with updated information as per licensure and assignment advancement of probationary status of licensed staff and submits to Director of Human Resources. • Monitors and tracks employee personal leave information and advises the building administrator/absence secretary when totals approach contracted limits. • Manages educational assistant staffing grid. • Prepares and distributes annual FTE report. • Issues probationary teacher contracts • Prepares and maintains teacher contract worksheet. • Completes/maintains all employee records in Time Clock Plus and S2 Security Systems. | | |

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| Duty/Responsibility No: | 4 | Statement of duty/responsibility: Assists Director of Human Resources with employee leave processing. |
| Percent of Time: | 15% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Distribute paperwork for FMLA qualifying leaves. • Generate required FMLA designation information as required by federal law. • Manage all leave postings within the AESOP/SMART systems. | | |

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| Duty/Responsibility No: | 5 | Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned. |
| Percent of Time: | 5% | |
| Tasks involved in fulfilling above duty/responsibility: | | |
| <ul style="list-style-type: none"> • Assists HR Director with various department projects, interpretations of contracts and other Human Resource related tasks. | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

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| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | | |
| | less than high school diploma | Major field of study or degree emphasis: | | |
| x | High school diploma or GED. | | | |
| | 1 year college | | | 2 years college |
| | 3 years college | | | 4 years college |
| | 1st year graduate level | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of district school policies and procedures. • Knowledge of human resource operations, application procedures, state licensure requirements involved in the posting and application process for new positions. • Knowledge of district budget processes. • Knowledge of case management tools, applications, documentation requirements and regulations. • Knowledge of secretarial and administrative procedures. • Understanding of data privacy laws, statues and requirements. • Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-Mail programs and other office productivity software utilized by the department in the performance of the job. | | |
| | 2nd year graduate level | | | |
| | Doctorate level | | | |
| Required Work Experience in Addition to Formal Education/Training: At least three years of prior directly related work experience | | | | |
| Required Supervisory Experience: | | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required upon hiring: | | |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: |
| | <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives. • Applying judgment and discretion in the processing and conduct of application processes and methods within the district in accordance with department operating procedures and licensure requirements. • Updating and maintaining department personnel records and files accountable for. • Computer skills of databases, reports, spreadsheets, documents and correspondence. • Organizational ability. • Maintaining confidentiality. • Ability to work independently with minimal supervision. |

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

| Titles of Positions Directly Supervised | | # of Employees |
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| 1 | | |
| TOTAL | | |

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| INDIRECT SUPERVISION: | |
| Number of employees indirectly supervised: | Total: |

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| <p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p> | <p>Work is performed in a typical school district office setting and is subject to minimal environmental hazards and risks associated with the job. Responsibilities may occasional involve dealing with or being subjected to disagreeable human interactions/contacts when dealing with the public or internal problems/issues.</p> |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
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| <u>Employee is required to:</u> | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | X | |
| Use hands dexterously (use fingers to handle, feel) | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | X | | | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk or hear | | | | X |
| Taste or smell | | X | | |
| Physical (Lift & carry): up to 10 pounds | | | X | |
| up to 25 pounds | X | | | |
| up to 50 pounds | X | | | |
| up to 75 pounds | X | | | |
| up to 100 pounds | X | | | |
| more than 100 pounds | X | | | |

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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |
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Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: