*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Human Resources Specialist

**Reports to:** Assistant Superintendent

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Implement the policies, programs and procedures for the employees of the District

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Coordinate and supervise the administration of all employee benefits programs to include the determination of eligibility, orientation, costs and enrollment of health, dental, life, Has, FSA, DCA, life AD&D, disability in addition to all others contracted with the district during enrollment sessions
* Coordinate annual benefit open enrollment process with insurance brokers and various third party vendors to ensure that employees needs are secured
* Serve as Employee Relations Coordinator on all staff matters to include retirement planning, sick, personal, FMLA and other related leaves, voluntary and involuntary leaves, career planning, employment related questions, employee assistance needs and other employee related matters
* Coordinate and administer the Disability, Worker’s Compensation and FMLA leave program in compliance within federal, state and union guideline
* Serve as the Unemployment Compensation Administrator by managing claims, conducting investigations and attending hearings as required
* Manage policies and programs to improve employee retention in the district to the Assistant Superintendent
* Develop and maintain confidentiality in dealing with employee records ensuring personnel, medical, I-9 and other records are maintained as required by federal, state and local law
* Provide human resources advice, counsel and other intellectual expertise as needed and requested by administration
* Guide management and employee actions by research, development, writing updates to procedures, communications and enforcing organizational values
* Conduct needs assessments surveys and compensation analysis as requested
* Participate in collective bargaining, grievance and arbitration processes
* Assist with all employee discipline investigations
* Identify, recommend, implement and coordinate programs to encourage maximum productivity and cost saving measures
* Maintain strictest confidence concerning personnel, students and operational concerns of the district
* Promote good public relations by personal appearance, attitude and conversation
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Ensure compliance of all state and federal laws and regulations in relation to human resources procedures
* Guide management on employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines; communicating and enforcing organizational values
* Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
* Actively supports labor relations and assist with collective bargaining, grievance and arbitration process as required and requested
* Attend recruitment fairs
* Monthly, quarterly and annual reporting

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Respond to routine questions and requests in an appropriate and timely manner
* Interact in a positive manner with staff, students and parents
* Make contacts with the public with tact and diplomacy
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff
* Delegate work when appropriate
* Perform other duties as assigned by Assistant Superintendent

**Qualifications/Certificates:**

* Bachelor’s degree in Human Resources, Business Management, or other related discipline
* 5 years’ related Human Resources Experience
* Alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional need to work overtime, evenings and/or weekends
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date