

# LACEY TOWNSHIP SCHOOL DISTRICT

## Human Resources Manager

---

**JOB TITLE:** Human Resources Manager

**QUALIFICATIONS:**

- College degree required, Master's Degree preferred
- Three years experience (preferred) with personnel and benefits responsibilities
- Familiarity with labor associations and agreements
- Experience in education preferred
- Required criminal history background check and proof of US citizenship or legal resident alien status
- Ability to exercise discretion and diplomacy in dealing with confidential and sensitive matters

**REPORTS TO:** Superintendent and Business Administrator

**JOB GOAL:** Supervise and provide leadership for all areas of human resource including recruitment, employee placement, employee relations, benefits, and attendance. Support central administration with their efforts to ensure efficient human resource operations. Maintain an atmosphere of quiet efficiency in dealing with the public and employees in a friendly, courteous, helpful and confidential manner.

**PERFORMANCE RESPONSIBILITIES:**

- Advise, coordinate and manage recruitment activities including advertising, postings, and applications for employment with the appropriate administrator.
- Oversee new hire procedures "Onboarding" including fingerprinting, criminal background checks, reference checks, appropriate certifications, employment physicals and TB requirements.
- Enter new employee information into Systems 3000 Personnel module and communicate required information to payroll/benefits specialist, facilities and technology personnel.
- Organize and conduct new employee benefit orientation.
- Insure accuracy and completeness of all district employees' paper and electronic personnel files.
- Knowledge of personnel software: AESOP, AppliTrack.
- Prepare and distribute all employment postings - both internal and external.
- Make certain Systems 3000 personnel database functions are utilized to their fullest extent - including but not limited to Unique Position Codes.
- Prepare reports including but not limited to: attendance, leaves, certification, tenure and professional development.
- Ensure the existence and accuracy of all job descriptions of the district.
- Assist with the development and revisions of appropriate district policies and regulations pertaining to Human Resources.
- Research, implement, and communicate to administration and staff all regulatory changes affecting personnel policies and procedures.
- Serve as resource to administrators with implementation of various labor agreements.
- Administer leaves in compliance with NJFLA, FMLA and labor agreements.
- Work closely with Payroll Specialist regarding staff appointments, salaries, leaves and budget information to ensure that payroll database is current and consistent with personnel database.

- Monitor employee attendance records for all employees in the district.
- Assist Superintendent and administrators with various personnel issues.
- Prepare in cooperation with the Superintendent, Assistant Superintendent and Business Administrator, all personnel resolutions for Board agenda.
- Assist in preparation of various employee reports (i.e. Fall Survey, Certificated and Non-Certificated Staff Report, NJ Smart).
- Support labor relations specialist and administration with relevant materials during all phases of negotiations, grievance issues and other personnel related matters.
- Coordinate benefits, Workers Compensation, unemployment, COBRA and HIPAA issues with the Business Office.
- Review and maintain employment contracts.
- Able to handle multiple projects, priorities, and deadlines.
- Perform all office duties that are part of the daily routine and are not necessarily a part of the duties listed here.

**TERMS OF EMPLOYMENT:** Twelve month school year – unaffiliated position. Salary to be determined annually by the Board of Education based upon experience, knowledge, responsibility, and job performance.

**EVALUATION:** Performance responsibilities will be evaluated in accordance with established procedures.

**APPROVED BY:** Lacey Township Board of Education

Revised: 10-16-17

**DATE APPROVED:** October 16, 2017

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
N.J.A.C. 6A:32-6 School employee physical examinations  
Immigration Reform and Control Act of 1976, 8 U.S.C.A. 1100 et seq.