

HUMAN RESOURCES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work involving responsibility for planning, implementing, overseeing and maintaining the personnel services within a school district, ensuring that personnel functions conform to district, state and federal requirements. The incumbent performs a variety of personnel related activities, including managing all aspects of recruitment, maintaining employee personnel records, and advising department heads on personnel and civil service matters. The work is performed under the direct supervision of a higher-level employee. Supervision is exercised over a small number of clerical and/or paraprofessional employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Manages all aspects of recruitment of instructional and non-instructional personnel, including but not limited to: advertising vacancies, screening applicants and assisting with employee onboarding process;

Manages and advises certified staff on their certification and CTLE (Continuing Teacher and Leader Education) requirements, obligations, expirations, and progression pathways, and acts as liaison for certified personnel and BOCES and New York State Education Department (NYSED);

Coordinates, collects and prepares BEDS (Basic Educational Data System), SSED (School Safety and the Educational Climate) and other related data for the school district's NYS Education Reporting;

Collaborates with Director of Curriculum and Instruction to coordinate and track APPR (Annual Professional Performance Review) observations for NYSED compliance;

Manages and coordinates personnel records retention in compliance with NYSED and Iron Mountain;

Reviews and maintains personnel records of employees;

Tracks and documents grievances, employee leaves of absence such as FMLA, and personnel related investigations;

Compiles data and prepares salary plans for administration's review and approval;

Advises department heads and employees on personnel and civil service matters;

Coordinates all civil service reporting activities, serving as liaison between department heads and the County Personnel Department;

Assists in confidential personnel related investigations;

Assists in labor negotiation preparation by gathering and compiling data;

Prepares personnel matters for inclusion in monthly Superintendent recommendations to the Board of Education;

Coordinates with local universities for student teacher placement;

Produces and prepares personnel related correspondence, newsletters, procedure documentation, personnel related manuals and other documents as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of human resources administration; good knowledge of modern office practices, procedures and equipment including HR technology and current computer and data processing equipment; good knowledge of New York State Education Law; good knowledge of State and Federal employment laws and applicable rules, policies and regulations; good knowledge of laws, rules and regulations concerning the recruitment process; ability to read and interpret complex laws and regulations including those dealing with civil service; ability to communicate effectively both orally and in writing; ability to compile data and compose correspondence and reports from general instructions; ability to maintain accurate and complete records and reports; ability to maintain a high degree of confidentiality; ability to supervise the work of others; initiative; tact; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and two (2) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration or a closely related field;
OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration or a closely related field;
OR
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and five (5) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration or a closely related field;
OR
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration or a closely related field, one (1) year of which must have included supervisory experience; **OR**
- E. An equivalent combination of training and experience as described in A, B, C and D above.

Human Resources Administrator
ULSTER COUNTY
3603 HUM RS ADM
Classification: Competitive
OA

Page 3
Adopted: February 26, 2020