

Middletown, CT Job Description

Classification Title	<u>Manager of Human Resources</u> Director of Human Resources (BOE)
Job Code	
Department	Board of Education
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to coordinate implementation of services, policies and programs. Initiates and leads Human Resources practices and objectives. Assists in the development of procedures and assessments that support goals of the school administrator~~district. Administer~~ the Board of Education's personnel and labor relations programs for Certified Staff and to assist with Local #466 positions. The work is performed under the direction of the Superintendent of Schools

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Guides and manages overall provision of Human Resources services, policies and programs. Coordinate and participate in the recruitment of certified staff and paraprofessionals.
- ~~Coordinates annual job fairs as necessary.~~Directs recruiting and staffing. Provides employee orientation, training and instruction. Counsels managers on candidate selection. Conducts and analyzes exit interviews.
- ~~Maintain an up-to-date applicant file of prospective candidates for all certified staff and paraprofessionals.~~Oversees compensation and benefits administration. Ensures employee safety, welfare, wellness and health.
- ~~Develop recruitment strategies to encourage and maintain diverse candidate pool for certified staff and paraprofessionals.~~Provides training and mentoring to Administrators, Managers and Principals to coach and discipline employees. Schedules management conferences with employees. Hears and resolves employee grievances.
- ~~Develop and maintain a system for personnel records for all certified and paraprofessional employees, in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment including but not limited to, transfer, tenure, retirement, leave and promotion.~~Manages and oversees substitute

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teacher positions, which includes recruitment, interviewing, hiring, disciplining and termination.

- ~~Maintain accurate databases on all certified and paraprofessional employees including, but not limited to, education level, salary, assignments, tenure, seniority and longevity. Implements and manages employee attendance through AESOP system. Creates teacher, school and district-level preference lists. Tracks absence trends and reduces discretionary absences.~~
- ~~Assists in labor relations, Assists in administering~~ collective bargaining agreements, ~~grievance hearings and contract administration.~~
- ~~Receives and investigates complaints. Prepares dispositions of general allegations. Recommends corrective action to Superintendent. Administers discipline and corrective action to staff, including salary schedules for all certified and paraprofessional employees.~~
- ~~May assist with the administration of the AFSCME Local #466 collective bargaining agreement, including hearing first step grievances, investigations and pre-disciplinary meetings in coordination with the City's Human Resources Division of the Office of the General Counsel.~~
- Oversees the administration and supervision of the Insurance/Benefits office. Reviews and approves payment invoices.
- ~~Assist in the preparation of materials for all certified and paraprofessional collective bargaining negotiations and budget development. Assists executive team with preparation of Board of Education Budget. Prepares and administers Human Resources department budget.~~
- ~~Administers Drug/Alcohol testing, FMLA, ADA, FSLA, EEO, EAP and other mandatory state or federal employee programs for the certified and paraprofessional employees.~~
- ~~Assists in the coordination and support of all professional development activities under the direction of the Associate Superintendent by maintaining Continuing Education Unit (CEU) computer program for the district.~~

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- ~~Maintain up-to-date Job Descriptions for all certified and paraprofessional positions. Administers mandatory state or federal employee programs. Directs management referrals to employees for required sessions.~~
- ~~Assists the facilitator of the Beginning Educator Team Program for the district and place student teachers within the district. Prepares a variety of reports for State and Federal Government. Collaborates with City Human Resources Office, Human Relations Department and Legal Department regarding correspondence, employees, vacancies, hiring, policies and procedures, grievances and litigation cases.~~
- ~~Facilitate placement of Student Teachers within the district.~~
- ~~Organize and assign a corps of qualified substitute teachers, and paraprofessionals.~~
- ~~Maintain State of Connecticut Personnel files including, but not limited to, State of Connecticut Department of Education reports and Highly Qualified Data Reports~~
- ~~Responds to and attends hearings involving unemployment compensation claims filed by certified and paraprofessional employees and former certified and paraprofessional employees.~~
- ~~Attends Board of Education meetings as requested.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Human Resources, Business or Organization Development and at least five years of progressive leadership experience in Human Resources position. Public Administration or a related field with 3 years of related human resources/administrative experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

~~Appropriate education substitutions can be made.~~

Other

- ~~Position requires possession of a valid Connecticut driver's license. Applicants must pass a background investigation as part of the conditional offer of employment.~~

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PREFERRED QUALIFICATIONS

Master's degree in Human Resources, Labor Relations, Benefits or related field and seven to ten years of progressive leadership experience in Human Resources position. Specialized training in employment law, compensation, organizational planning and development, employee relations, safety training and preventative labor relations. PHR, SPHR or GPHR.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~Knowledge of employment law, compensation, organizational planning and development, employee relations, safety and training and development
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, applications, test results, lists, letters, reports, contracts, rules and regulations, policies, codes, ordinances, statutes, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Superintendent and all Middletown Board of Education Administrative staff, other City Department Heads and employees, examiners, panel members, vendors, the Board of Education, applicants, the media and the public.~~Knowledge of various employment laws and practices
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~Ability to maintain confidentiality
- Must possess excellent organizational skills
- Must possess finance, budgeting and accounting skills
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

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- [Ability to B](#)alance competing requirements and needs of client organizations
- [Ability to A](#)pply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- [Ability to R](#)ead, analyze, and interpret standards, policies, procedures, and regulations
- [Ability to D](#)evelop and write reports, policies, and correspondence
- [Ability to H](#)andle common inquiries or complaints
- [Ability to E](#)ffectively present information and respond to questions from students, faculty, staff, and visitors
- [Ability to W](#)ork with mathematical concepts such as probability and statistical inference
- [Ability to D](#)efine problems, collect data, establish facts, and draw valid conclusions
- [Ability to I](#)nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- [Ability to P](#)erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- [Ability to E](#)xercise good judgment and focus on detail as required by the job
- [Ability to O](#)perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- [Ability to U](#)se (or learn to use) computer software and systems applicable to the position
- [Ability to F](#)ollow oral and written instructions and procedures
- [Ability to C](#)ollect, organize, and interpret data and prepare accurate records
- [Ability to C](#)ompare data from a variety of sources for accuracy and completeness
- [Ability to O](#)rganize large volumes of detailed data and information
- [Ability to V](#)erify and maintain accuracy of detailed data and information, detect data errors
- [Ability to M](#)eet schedules and deadlines of the work unit

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- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~reason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary

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if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/03/15
Dates revised	