

EdM

4.12  
October 1994  
November 16, 2011

**BROOKFIELD PUBLIC SCHOOLS  
JOB DESCRIPTION**

**HUMAN RESOURCES SPECIALIST**

**GENERAL STATEMENT OF DUTIES**

The Human Resources Specialist manages the day-to-day operations of the HR Department. The HR Specialist manages the administration of the human resources policies, procedures and programs. The HR Specialist carries out responsibilities in the following functional areas: Human Resources Information Systems, e.g. New World Systems/School Activities Manager, teacher certification, benefits, compensation, leaves of absence and employment.

**SUPERVISION RECEIVED**

The Human Resources Specialist coordinates implementation of services, policies, and programs through Human Resources staff; reports to the Assistant Superintendent; and assists and advises the Assistant Superintendent about Human Resources issues and works with a high degree of latitude for independent judgment.

**SUPERVISION EXERCISED**

General supervision of clerical staff associated with the office of personnel, curriculum and professional development.

**JOB GOAL**

To ensure the effective and efficient operation of the office of personnel, curriculum and professional development for the implementation of a high quality educational program for the students of Brookfield.

**EVALUATION**

Performance is reviewed annually by the Assistant Superintendent for effectiveness and high quality performance to the district.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

- Maintains recruiting and staffing logistics
- Maintains employee files and the HR filing system
- Processes new hires, transfers, terminations, changes in job classifications, merit increases etc.
- Prepares and distributes annually, individual salary agreements for all employees including individual contract agreements for non-union staff
- Updates job requirements and job descriptions for all positions under the direction of the Assistant Superintendent

- Maintains the archived personnel files
- Compiles and distribute personnel information to union, state, federal and other educational agencies
- Posts all vacancies and updates the personnel page of the district website as appropriate
- Monitors unemployment claims by reviewing claims, substantiating documentation, requesting legal counsel review if appropriate and necessary
- Ensures compliance with all regulatory concerns and reports e.g. state and federal reports
- Monitors teacher certifications in the district and ensures that the district is in compliance with all certification regulations
- Provides current information about trends and changes in teacher certification
- Manages and administers leaves of absence (LOA) in the district including the appropriate recording of long-term substitutes for LOAs with the SDE
- Communicates personnel information to the Board of Education
- Works in close cooperation with the payroll department to assure that all situations requiring a change in staff salaries are addressed in a timely manner (new hirees, LOA, changes of degree, resignations, retirements, etc.)
- Organizes the new certified staff orientation at the beginning of each school year
- Updates job knowledge by participating in educational opportunities
- Is the contact for placements of interns and student teachers in the district for various universities
- Responsible for confidential criminal backgrounds checks of all new hirees which includes but is not limited to the sex offender registry and DCF checks
- Protects the organization's value by keeping information confidential
- Assumes such other tasks as may be assigned by the Assistant Superintendent

### **KNOWLEDGE, SKILLS, CAPACITIES**

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

A working knowledge of laws and regulations concerning personnel, tenure, certification, collective bargaining and district contracts.

Administrative writing skills, verbal communication, professionalism, organization, teamwork.

### **EDUCATION, EXPERIENCE AND QUALIFICATIONS**

1. Two years of post secondary training and/or five years experience in HR.
2. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **TERMS OF EMPLOYMENT**

Twelve month position, vacations in consultation with the assistant superintendent. Salary in accordance with current negotiated agreement. Other benefits as established and contractually agreed to by the Brookfield Board of Education.