

ASSISTANT HUMAN RESOURCES ADMINISTRATOR
(ASD)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Human Resources Administrator, the incumbent is responsible for providing supervision to clerical staff, delegating job tasks and responsibilities, and overseeing the workflow of the Human Resources Department. The incumbent will assist the Human Resources Administrator with a wide variety of responsibilities to ensure compliance with State and Federal labor laws, Education law, and Civil Service law. Other responsibilities include directing benefit administration, overseeing certain hiring processes including screening applications, and assisting with interviews. The incumbent must also oversee certifications and licenses of teachers, teaching assistants, coaches, and all other licensed employees with expiration dates. Compliance with State and Federal labor laws, Education, and Civil Service Laws must also be ensured.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the implementation of all human resources policies and procedures by reviewing documentation, records, reports and procedures for compliance with State and Federal labor laws, Education law, and Civil Service Law;
- Directs the District's benefit administration staff to ensure that procedures are correctly followed in the administration of benefits including, health insurance, worker's compensation, unemployment, FMLA, civil Service Laws Sections 71,72 and 73, District policies and union contracts, etc.;
- Provides oversight for the employee hiring process to include reviewing applications, processing reference checks and/or fingerprinting, interviewing and background checks, etc; Meets with final candidate to make employment offer and process paperwork;
- Assists in the preparation of Federal, State, and district reports, including but not limited to Basic Education Data System (BEDS) and Equal Employment Opportunity Commission Reports and Civil Service payroll certification;
- Prepares school calendar, seniority and PEL lists, and monitors time and attendance records;
- Ensures all licenses and certifications for teachers, teaching assistants as well as coaching certifications are kept current; maintains records with expiration dates and communicates with employees regarding the status of their certification/license to ensure that all employees are eligible to work;
- Manages the District's job descriptions by conducting job evaluations to ensure that job descriptions accurately reflect current job assignments, duties, and responsibilities, as well as comply with the Americans with Disabilities Act (ADA); Evaluates positions and recommends changes to the Human Resources Administrator;
- Audits personnel files to ensure compliance with applicable labor regulations and required paperwork;
- Oversees the staffing and reporting on District substitute personnel, including pre-employment screening, itinerant substitute teacher list and attendance record keeping for unemployment purposes, and complaint processing;

- Maintains the District’s Employee Handbook and provides guidance to HR staff regarding the interpretation, application, and enforcement of these policies. Oversees the distribution of the Employee Handbook to all employees and obtains written signed acknowledgement forms;
- Monitors and audits the District’s Human Resources Information systems to ensure data input is correct, logs are maintained and that employee evaluations are recorded accurately and produces reports as required;
- Develops and manages the District’s employee orientation program; Establishes a consistent process to ensure new employees are familiar with the District’s work environment personnel policies and procedures, their job description, employee benefits, and other areas that impact their employment with the District;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of human resource management principles and practices;
- Good knowledge of employment laws, employee relations and communications;
- Good knowledge of the principles and techniques of public education personnel administration;
- Strong supervisory skills;
- Strong analytical skills;
- Strong organization and communication skills;
- Excellent attention to detail;
- Ability to establish and maintain effective working relationships with others;
- Ability to plan, direct and supervise the work of others;
- Ability to maintain strict confidentiality;
- Strong interpersonal relationships
- Tact;
- Good judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master’s Degree (or higher) and three (3) years fulltime paid experience in Human Resources specializing in benefits, recruitment and/or employee relations in a public sector; **OR**
- B. Possession of a Bachelor’s Degree and five (5) years fulltime paid experience in Human Resources specializing in benefits, recruitment and/or employee relations in a public sector; **OR**
- C. Possession of an Associate’s Degree and seven (7) years fulltime paid experience in Human Resources specializing in benefits, recruitment and/or employee relations in a public sector; **OR**

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C)above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Issued: 12/19/2012

Revised: 7/25/2018

10/3/2018

06/26/2024