

SENIOR HUMAN RESOURCES GENERALIST

DISTINGUISHING FEATURES OF THE CLASS:

Supports a variety of personnel processes within the Department of Human Resources. The incumbent is primarily responsible for processing the day-to-day routine transactions for the Human Resources office. Duties may include recruiting, absence management, benefits administration, training, management of personnel transactions, problem-solving routine questions and supporting other human resource department initiatives. Reports to the Assistant Human Resources Administrator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develop, organize and implement innovative recruiting strategies to increase workforce diversity.
- Oversees vacancy posting processes and procedures.
- Provides oversight for the hiring of all district personnel including substitutes and home tutors.
- Assist in the recruitment, interviewing and hiring process of the District, including, overseeing the hiring and orienting of custodial and clerical temporary employees.
- Organizes the District's participation in selected recruitment fairs.
- Supports human resources staff to resolve routine human resource problems, interpret policies and procedures and recommends effective courses of action.
- Trains staff on human resource systems and processes, including but not limited to HR/Payroll systems, recruiting, onboarding and exiting.
- Supports the maintenance and management of the HRIS system.
- Verify credentials of newly hired teachers, and assists with the ongoing credentialing process for teacher certifications.
- Coordinates new employee orientation in collaboration with the Assistant Human Resources Administrator.
- Supports retention activities that retain qualified personnel.
- Coordinates the hiring of summer school personnel with the summer school coordinators.
- Creates written documentation for use as training materials and process guides.
- Writes job descriptions, as needed.
- Creates reports, audits data, analyzes trends.
- Participates in personnel matters, as needed.
- Supports district training initiatives and professional development activities.
- Manage Benefits enrollment
- Manage intake of FMLA leave requests
- Make FMLA leave determinations
- Track FMLA leave requests, approvals, and timelines
- Reviews attendance records, approves/denies requests and manages the district's absence management system.
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- Coordinates new employee orientation in collaboration with the Assistant Human Resources Administrator.
- Creates written documentation for use as training materials and process guides.
- Develops training programs for all-district staff on HR process and procedures.
- Creates written documentation for use as training materials and process guides.
- Creates reports, audits data, analyzes trends.
- Participates in personnel matters, as needed.
- Supports district training initiatives and professional development activities.
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- 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 public education personnel administration;
- Working knowledge of employment laws, employee relations and communications;
- Ability to maintain strict confidentiality;
- Ability to establish and maintain effective working relationships with others;
- Strong interpersonal relationships;
- Strong organization and communication skills;
- Excellent attention to detail;
- Good judgment, tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree (or higher) with two (2) years full-time paid experience in an office environment; **OR**

B) Possession of an Associate's Degree and four (4) years fulltime paid experience in an office environment; **OR**

C) Graduation from high school or possession of a high school equivalency diploma with six (6) years full time paid experience in an office environment; **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.

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