

Title: Human Resources Manager
Reports To: Superintendent
Clients: Staff, Community
Supervises: Human Resources Staff

SUMMARY STATEMENT:

The Human Resources Manager serves as the principle advisor to the District in matters related to personnel functions including recruitment, employment, retirement, exiting employees, regulatory compliance and reporting, policy administration, employee discipline, contract administration, and record-keeping for all licensed and non-licensed employees.

Requirements / Qualifications:

- Bachelor's Degree in business or a human resource related field required
- Experience in personnel or human resources administration desired
- Prior municipal/public school experience preferred
- A working knowledge of current office methods, technology, procedures and equipment, including proficiency with Microsoft Office and Google
- Possession of PHR (Professional Human Resource) or SHRM (Society for Human Resource Manager) certification or equivalent desired

Competencies Needed for Success:

- Treat all personnel information with the utmost confidentiality.
- Perform duties with awareness of all district requirements and DESE policies.
- Exhibit a knowledge of best practices regarding personnel administration, employment relations, conflict resolution, employee evaluations, progressive discipline, hiring and terminating, and benefits administration.
- Detail-oriented, with a demonstrated high degree of accuracy and attention to detail; able to work effectively with diverse constituencies and handle multiple tasks with varying degrees of importance and under strict timelines.
- Demonstrate ability to interpret regulations; collect, analyze and evaluate human resource data; develop recommendations and policy revisions.
- Possess a comprehensive knowledge of FLSA, FMLA, ADA, COBRA, and related regulations.
- Possess excellent, analytical, organizational, interpersonal and communication skills.

MAJOR RESPONSIBILITIES INCLUDE:

- Maintain a variety of accurate and complete personnel records, employment files and databases to ensure the accuracy of employees' compensation, position eligibility, evaluations and compliance with state and federal regulatory mandates; ensure that rules concerning confidentiality and retention are followed. Track credits for educational advancement on the salary schedule.
- Directs and administers all human resource functions for Town personnel, including, but not limited to recruitment, benefits administration, state and federal regulation compliance, wage and salary administration, job classifications and position revisions, collective bargaining negotiation and administration, policy administration, grievance procedure administration, and training programs
- Maintain yearly assignments for professional and non professional staff, as well as letters of reasonable assurances for seasonal employees.

- Serves as lead / facilitator to investigate reports of staff misconduct / disputes; advises as to employee disciplinary matters and assists with the written documentation related to these decisions.
- Work with employees and the Massachusetts Teacher Retirement System and the Danvers Retirement System to ensure all proper records are maintained regarding personnel and deductions; facilitate the retirement process for all qualified employees in conjunction with the Town. Assist employees with the 403b and 457 retirement options.
- Communicate personnel policies, procedures and operating practices to employees to ensure consistency in administration and compliance.
- Develop and maintain the school district employee handbook, personnel procedures manual, and school employee job descriptions.
- Research employment laws and regulations for the purpose of implementing procedures to maintain compliance with current legal requirements. Attend training, seminars and courses to keep up to date in the personnel, payroll, and human resources fields.
- Supports building administrators in investigating and responding to employee disciplinary matters.
- Monitor, track and coordinate as well as provide training and guidance to Administrators and staff related to Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Massachusetts Teachers Retirement System (MTRS), and Consolidated Omnibus Budget Reconciliation Act (COBRA), as well as in the understanding and utilization of personnel and payroll information processes.
- Support the interpretation of collective bargaining contracts and negotiations process; Answer employee inquiries regarding personnel procedures and/or collective bargaining provisions; interpret and apply collective bargaining agreement language for the purpose of delivering services in conformance with established guidelines.
- Manage position requisitions and evaluate documentation (e.g. employment verification forms, applications, salary schedules, changes in employment status, licensure renewals, state criminal history background checks (CORI), fingerprinting requirements (SAFIS), etc.) in conformance with collective bargaining agreements, district policies and state requirements.
- Implement contractual processes for Reductions in Force and/or recall of employees.
- Manage employee enrollment in all eligible benefit plans and, working with the Town, actively participate in annual open enrollment periods; coordinate eligibility process and enrollment for benefits, including new hires, qualified status changes, and education on benefit plans offered.
- Conduct surveys and respond to survey requests regarding compensation and benefits; prepare analysis in support of collective bargaining negotiations and grievance resolution.
- Analyze job classifications to determine the exemption status in accordance with the Fair Labor Standards Act (FLSA). Initiate and maintain seasonal certification, reasonable assurance and separation information.
- Process information related to employees leaving the school system (e.g. retirement applications, exit interviews, unemployment forms, etc.) consistent with district, local, state, and federal regulations.
- Work effectively with the Superintendent of Schools and the Assistant Superintendent to implement goals, objectives and priorities for the District.

- Serve as compliance officer for discrimination or sexual harassment issues including receiving, investigating, and responding to complaints or providing advice and consultation to person handling complaint.
- Provide professional assistance to internal and external customers of the District including members of the public, staff, board and committee members, consultants, attorneys, etc.
- Performs other duties as requested or assigned by Superintendent

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL DEMANDS: The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

APPLICATIONS:

Must be submitted to the Office of the Superintendent

TERMS OF EMPLOYMENT: This is a twelve month position. The work schedule is an eight (8) hour day, typically 8:00 a.m. to 4:00 p.m., or as mutually to. Compensation will be individually established.

SALARY RANGE: 70,000 – 85,000.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.