

# NANTUCKET PUBLIC SCHOOLS

## Job Description

**TITLE:** HUMAN RESOURCES SPECIALIST

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:** 260 days

**JOB SUMMARY:** Serves as Human Resource Specialist - provides administrative support to assure effective and timely service to the Central Office operations and the district. Handles all aspects of Human Resources as it relates to leave, recruiting, motivating and retaining talented and diverse staff and provides routine assistance to employees in interpreting and administering the benefit programs, personnel policies and procedures and collective bargaining agreements.

### QUALIFICATIONS/SKILLS:

1. Bachelor's Degree required, Master's Degree preferred in education/human resources, or related field preferred
2. Four years administrative support experience, preferably in human resources, public sector, municipality and/or school district
3. Understanding and knowledge of HR functions, policies, legal mandates, principals and procedures of public resource administration
4. Ability to interpret, make sound judgements, and present complex information such as regulations, policies, or services, and explain and interpret this information for all staff
5. Strong technology skills, including database, spreadsheets, word processing, publication software MUNIS, School Spring, ASPEN
6. Strong project management skills, problem solving and analytical skills
7. Demonstrated ability to work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
8. Ability to work harmoniously with staff and hiring managers/supervisors
9. Ability to maintain the confidentiality of sensitive and classified information related to personnel issues
10. Excellent communication, written and verbal, and excellent organizational skills
11. Work in fast paced environment with ability to keep calm under pressure and handle multiple tasks and responsibilities simultaneously

## **DUTIES AND RESPONSIBILITIES:**

1. Maintains effective correspondence, relating to human resources requirements
2. Directs recruitment and hiring activities, including posting of vacancies, leads preparation for the recruitment program for professional/non-professional staff, and assisting school administration in screening, selecting, and interviewing candidates
3. Plans and participates in initial orientation of staff members
4. Coordinates uniform hiring criteria, screening protocols, background check, maintenance of application materials
5. Monitors, reviews, revises job classifications and descriptions
6. Advises applicants and the public on career opportunities and hiring procedures
7. Develops and publishes staff handbooks and online and website resources related to personnel
8. Oversees systems for documenting staff absences, including personal, vacation and professional leave for all employees and answer inquiries from staff regarding balances, entitlements and policies and procedures.
9. Receives, processes, and coordinates all personnel transactions, including leaves of absence, resignations, transfers, reassignments, etc.
10. Oversees contractual Sick Leave Banks
11. Maintains seniority lists for certified, classified employees
12. Serves as CORI & CHRI Administrator
13. Maintains Criminal Records Investigations (CORI/CHRI) for all employees, volunteers, contractors, and Statewide Applicant Fingerprint Identification Services (SAFIS) results
14. Attends and represents the District at meetings, trainings, seminars and conferences related to Human Resources, participates as needed
15. Functions as the Districts designated agent in such matters as civil service, affirmative action/EEO, ADA, HIPAA, FLSA, and FMLA; works with the Town Benefits Coordinator to process as needed
16. Assists Town Benefits Coordinator with open enrollment process
17. Manages employment verifications, unemployment requests
18. Informs Superintendent of potential problems and/or concerns, screens and evaluates situations (involving staff,) for the purpose of taking appropriate actions and/or directing to appropriate personnel for resolution
19. Performs related work as required (which may require knowledge of other job descriptions) as is directed by the Superintendent of

**EVALUATION:** Performance will be evaluated annually by the Superintendent of Schools