


GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

TO: Mark Silverstein
FROM: Scott Henry 
DATE: October 7, 2016
RE: Agenda Item for October 19, 2016

Request the Board of Education approve the attached revised Human Resources Generalist job description.

**Glassboro School District
Job Description**

- TITLE:** Human Resources Generalist
- QUALIFICATIONS:**
1. Office experience (minimum 2 years) to include computer accounting operations, and other related office functions
 2. Experience in an HR capacity required
- REPORTS TO:** Business Administrator with separated responsibility to Superintendent and Chief Academic Officer
- SCOPE:** Performs administrative responsibilities necessary for an efficient and effective Human Resources Office that assist the superintendent or his/her designee in the performance of responsibilities of the office to the ultimate benefit of the district's personnel program.
- POSITION GOALS:**
- ADMINISTRATION:**
1. Track Mantoux Test results for all new hires and provide a new hire report to the nurses in December
 2. Directs the district's staff attendance program, inputting daily attendance, enters new employees and prepares various attendance reports as required.
 3. Provide documentation to payroll clerk in the event of an employee has exhausted sick or personal days that require a dockage of pay
- BENEFITS ADMINISTRATION:**
1. Administer the district medical/dental benefits program, including enrollments/terminations by entering them into the online portal and retaining the enrollment form.
 2. Direct district COBRA program. Act as liaison with third party COBRA administrator.
 3. Assist with claim issues pertaining to medical, dental and pharmacy benefits or refer employees to Health Advocate
 4. Administer the employee waiver program by providing and collecting waiver forms and proof of insurance. Provide a quarterly report to payroll for waiver payments

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5. Review medical and dental monthly invoices and prepare voucher for payments
6. Prepare yearly Medicaid Report
7. Monitor paid and unpaid leave of absences including Family Medical Leave Act and New Jersey Family Leave Act

HUMAN RESOURCES:

1. Administer criminal history review process with regard to fingerprinting and fingerprinting archive
2. Process Emergent hires as needed
3. Maintain online substitute applications
4. Prepare monthly substitute list for Board approval
5. Process county applications for substitutes and distribute certifications upon arrival
6. Prepare and post vacant positions online, in District and in local newspapers
7. Prepare vacancy report to track applicant responses to job postings
8. Manage employment webpage
9. Track resumes in excel spreadsheet and maintain application files

WORKER'S COMPENSATION:

1. Administer the district's Worker's Compensation Insurance program. Act as liaison and contact with worker's compensation insurance company and managed care provider.
2. Complete and post OSHA compliance report

TERMS OF EMPLOYMENT (ADDED):

Twelve month school year. Salary and work year to be established by the Board of Education.