

**DEPARTMENT:**  
**CLASSIFICATION:**  
**APPROVED:**

**SCHOOL DISTRICTS**  
**COMPETITIVE**  
**OCTOBER 22, 2002**

**PERSONNEL SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a highly responsible position that involves all personnel related tasks, fringe benefits, and health insurance administration for the school district. The incumbent is responsible for the administration of COBRA, HIPAA, and FMLA policies and procedures in accordance with local, state, and federal regulations. The incumbent is also involved in labor relations and contract administration. The position reports directly to the Director of Administrative Services. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, organizes, and directs the human resources programs for the district including administration of employee fringe benefits which include health, dental, vision insurance and flexible spending accounts;
2. Audits and processes bills from various insurance companies along with updating any changes or enrollments;
3. Serves as liaison between the insurance companies and the employee if any concerns over claims arise;
4. Balances retiree accounts by entering payments and deducting retiree premiums;
5. Conducts the open enrollment period every year for health insurance and participates in the new employee orientations explaining benefits and procedures;
6. Completes all forms for Unemployment Insurance and Workers' Compensation as well as monitors and attends hearings;
7. Administers, in consultation with the Director of Administrative Services, the provisions of various contracts and salary schedules for all personnel working under negotiated agreements as well as the non-bargaining employees. When necessary, administers negotiated grievance procedures;
8. As a member of the district's team, participates in labor negotiations with recognized employee groups at the direction of the Superintendent with the Board of Education;
9. Provides counsel and advice to the Board, Superintendent, and department heads on a variety of employee/employer and labor relations matters;
10. Ensures that the district's shared decision-making process for the selection and assignment of employees is carefully observed. This includes the district's hiring procedures, reference checks, etc. and makes sure that the final recommendation from selection committees are forwarded to the Superintendent for all personnel;
11. Plans, develops, and revises personnel management policies in accordance with negotiated contracts, state legislation, board policies and maintains personnel policy handbooks;
12. Monitors compliance with the district's employee attendance policies and procedures by ensuring consistent recording and reporting of employee attendance to the central office;
13. Develops and maintains a system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, and also with regards to workers' compensation and seniority lists;
14. Represents the district on human resource matters to the public, officials, and to employee groups on all areas of employment issues;
15. Prepares and submits periodic reports, as required to other government agencies, and prepares and monitors the annual budget for the district in areas of personnel and administration;
16. Insures that the personnel administration of the district is run in a proper, efficient, legal manner.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current human resource and labor relations principles and practices; thorough knowledge of New York State Civil Service laws, rules, and regulations; thorough knowledge of Education Law, school district policies and procedures, and educational personnel policies and procedures; ability to communicate effectively both verbally and in writing; ability to plan and supervise the work of others; ability to maintain accurate records and prepare reports; professional and personal integrity; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

**PERSONNEL SPECIALIST**

## **PERSONNEL SPECIALIST CONTINUED**

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree and one year of experience involving technical personnel work\*; **OR**
2. Graduation from a regionally accredited or New York State registered approved college or university with an Associate's Degree and three years of the experience involving technical personnel work\*.

\*Technical personnel work is defined to mean and is limited to experience in two or more of the following areas: job classification and compensation; personnel recruitment, or career counseling or placement; fringe benefit administration and labor relations and contract administration; supervision of personnel records department; or Civil Service administration.

**NOTE:** Clerical experience in support of the above personnel functions will not be acceptable towards meeting the minimum qualifications.