



PERSONNEL SPECIALIST

QUALIFICATIONS:

1. BS/BA in Education, Business Administration or Public Administration or another related field
2. Master's degree, preferred
3. Two or more years of experience in the field of Human Resources or a related field
4. Strong interpersonal and communication skills.
5. Strong written and oral communication skills
6. Demonstrated ability to work independently
7. Strong working knowledge of NJSA Title 18A and NJAC 6 & 6A
8. Knowledge and expertise in MS office applications and any HRIS system
9. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
11. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

REPORTS TO: Director of Personnel

JOB GOAL:

To provide high-level support to the Director of Personnel, ensuring that all personnel-related activities are carried out promptly and efficiently. The Personnel Specialist is responsible for managing sensitive information, coordinating communications, ensuring compliance with district policies and regulations, facilitating effective communication with employees, and supporting various administrative tasks to assist the Director of Personnel in executing their responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Schedule interviews of candidates by appropriate school and/or departmental staff
2. Maintain records and prepare required reports, i.e., position control, payroll/pay history, certification, attendance, etc.
3. Monitor the certification status of all teaching staff members and assists candidates with the certification and licensing process



4. Assist with the preparation/processing of the personnel section of the monthly Board of Education agenda
5. Prepare correspondence for Board of Education approved personnel actions
6. Assist with the preparation of the annual reappointment list of all personnel
7. Facilitate the onboarding process of new staff
8. Monitor the maintenance of accurate and complete personnel records
9. Assist with the recruitment process as required
10. Assist Director with legal matters
11. Attend meetings and takes minutes, as necessary
12. Assist with the manipulation of data for position control and verification of its accuracy
13. Process postings and advertisements for certain vacancies internally and externally
14. Ensure collection and placement in personnel files of all employee evaluations
15. Performs other duties which may be assigned
16. Performs other duties within the scope of his/her employment and certification as may be assigned.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal



Township of Union Public Schools

Job Description

procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: