

Chittenden Central Supervisory Union
Job Description

JOB TITLE:	Human Resources Assistant Director
FLSA STATUS:	Exempt
UPDATED:	November 2, 2006

POSITION OBJECTIVES:

To assist with implementing, overseeing, supporting and evaluating the Human Resource functions of the CCSU. To effectively serve and assist the Human Resource Service Group by performing key benefit management functions, and by performing a variety of key technical and specialized administrative, secretarial, and clerical duties. To maintain a professional, friendly, positive and respectful work atmosphere with an emphasis on team work and providing effective and timely direct service to the central office clients and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

GENERAL ADMINISTRATIVE DUTIES - HUMAN RESOURCES

- Administrative Support - Performs a variety of key administrative support functions for the HR Service Group:
 - Assists the HR Director with planning & implementing components of the 5-year Human Resource Plan and other various special projects as requested.
 - Compiles, presents, explains, and analyzes data related to assigned function, including recommendation of action to be taken by Human Resource Director.
 - Assists with the implementation, design and maintenance of the HR database.
 - Researches, compiles reports and makes recommendations on salary and benefits comparisons, new benefit programs, and policies as requested by the HR Director.
 - Prepares and completes various reports, surveys & census information as requested.
 - Keeps abreast of relevant CCSU policies and procedures, and regulations & legislation, and assists the HR Director with assuring compliance with such.
 - Assists with the design, compilation, and maintenance of a Human Resource training manual.
 - Assists with development, defining, modifying and implementing personnel policies, procedures, and operational practices balancing organizational interests and employee needs.
 - Assist and train administrators and staff on the use of schoolspring.com.
 - In absence of Human Resource Director, uses independent judgment on Human Resource policy and procedure issues that is reviewed by the Superintendent and Legal Council.
 - Assists Administrative Assistants with interpretation of master agreements and district policies/procedures as they apply to personnel. Provides consultation and advice with leave, FMLA, benefits and other personnel issues.
 - Assists employees to resolve complaints and other matters related to personnel management.
 - Serves as primary backup to the *Human Resource Assistant* in his/her absence for the performance of the recruitment functions, tuition reimbursement, and other human resource functions.
 - Assists and advises on payroll functions as needed.
 - Provides regular updates and training to the *Human Resource Assistant* related to benefits management to allow for effective backup coverage.
 - Ensures that computerized and paper files are organized, easily accessible and understandable to enable others to effectively perform backup coverage when necessary; creates checklists and other useful tools for those performing backup coverage to ensure effective coverage.
 - Participates in interviewing committees as requested. Makes recommendations for hiring from the pool of qualified applicants.
 - Maintains professionalism and confidentiality.

- Performs a variety of clerical support functions for the HR Service Group as requested (answer HR phone lines, screen and assist callers, greet and assist visitors, take messages; type, proof, edit correspondence, reports, forms and other materials; photocopy, collate, label and distribute written materials; open, screen and distribute HR mail; prepare memos, forms and reports; develop, update and distribute general forms and informational materials; etc.)
- Personnel Management – Assists with initiating and communicating changes in personnel practices that help create efficiencies and ensure compliance with CCSU policies, procedures and operating practices; helps develop and maintain necessary tools for effective and efficient personnel management. Plays a key role in institutionalizing "best practices" at the Essex Junction Recreation and Parks, Essex Skating Facility, and other subsidiaries as related to personnel.
- Enterprise Software - Plays a key role in the design, implementation, and maintenance of the Enterprise Software system; collects and enters data; creates and runs reports; verifies accuracy of data; works with and makes recommendations to consultant to help develop the most effective and efficient system for handling CCSU Human Resource and Payroll needs.
- Job Descriptions - Develops, modifies, & updates job descriptions for assigned positions in accordance with established templates & guidelines, with both supervisor & employee involvement. Designs job descriptions to effectively communicate job expectations and qualifications. Ensures job descriptions are accurate and up-to-date.
- Criminal Records Checks - Coordinates, maintains and oversees the Criminal Records Check process in compliance with state law; processes, logs and files requests for criminal records background checks and requests for secondary dissemination ensuring proper completion of forms and timely processing; maintains confidential file of record check results and pending checks; collects result from VCIC and from secondary dissemination requests; log and file results.
- Bloodborne Pathogens -Determines eligibility for vaccinations, and oversees and processes Hepatitis B vaccination requests and invoices ensuring appropriate consent/declination statement is completed; maintain accurate and up-to-date records of training and vaccinations consistent with CCSU policy and OSHA regulations.
- Employee Separations - Processes employee separations; requests and collects letters of resignation/retirement; issues notification to employee; issues COBRA letter; informs employee of benefit cancellation and other rights and obligations; issues exit interviews; calculates pro-rated leaves and other benefits; notifies payroll of the separation and payments/deductions due upon separation; cancels insurance policies consistent with operating practices; files with inactive employees; updates I-9 file; etc.

BENEFITS MANAGEMENT

Plays a key role in administering, managing and communicating employee benefits programs including insurance benefits, retirement programs, tuition reimbursement, workers' compensation, cafeteria plans, COBRA, and other employee benefits to new and existing employees; assists the HR Director in researching and provides advice on benefit programs.

- Employee Communications - Serves as primary contact person for employee benefit programs.
 - Keeps up to date on benefit and program offerings and effectively communicates benefit programs and offerings to eligible employees; contributes to the HR Newsletter; assists with updating and developing the benefits pages of the HR website; organizes and participates in information meetings and presentations for employees to discuss new programs, changes to the program, open enrollment and the like; etc.
 - Serves as primary liaison with employees to answer questions related to employee benefit programs and plan comparisons; meets individually with employees to discuss benefits as requested if practicable.

- Employee Orientation - Plans, organizes, administers and conducts orientation session with all new contracted employees to ensure timely completion of required paperwork and proper dissemination of benefit and other information consistent with established protocols.
 - Obtains new hire approval from the HR Director. Contacts new employee to inform him/her of the criminal records check procedure; schedules a time for him/her to come in to complete the required employment paperwork; informs the individual of the items s/he must bring to the orientation session.
 - Updates the applicant database related to the status of the position and individual hired.
 - Prepares a personnel file for the new hire consistent with established protocols.
 - Meets with employee to complete required employment paperwork (I-9, W-4, CRC, etc.); reviews benefits in which the employee is eligible; completes required enrollment forms; distributes and briefly reviews employment contract/master agreement; issues employment contract and obtains signature; issues copy of job description; and other details consistent with the established protocols; files completed I-9.

- Insurance Benefits
 - Serves as primary liaison with the insurance benefits carriers to answer questions related to enrollments. Interprets plan agreements and benefit policies.
 - Assists with recommendations regarding the implementation, elimination, or alterations of services .
 - Completes and processes benefit enrollments and changes by the enrollment deadlines.
 - Computes changes to employee contributions and informs payroll.
 - Processes insurance premium payments for medical, life and long-term disability by the invoice due date; reviews premium for accuracy verifying that requested changes and corresponding credits and adjustments have been made; reconciles any discrepancies with the carrier; breaks down premium to properly charge each corresponding school district; etc
 - Processes payment for dental claims by the indicated due date; updates and runs regular monthly audit reports.
 - Assists the HR Director in notifying eligible employees of corresponding open enrollment dates at least 30 days prior to the enrollment deadline.
 - Assists with the computation of employee payroll deductions, contributions, or imputed income related to participation on our insurance plans; notify payroll of corresponding amounts.
 - Distributes Certificates of Coverage, Identification cards and other membership materials to employees as received by carrier.

- Cash-in-lieu of Insurance - Notifies eligible employees of the annual election period; assists with the creation, update and distribution of election forms and informational materials; tracks and processes cash-in-lieu of insurance elections and adjustments; calculates benefit amount; notifies payroll of corresponding payments and adjustments.

- COBRA - Manage and process the collection of COBRA payments; create and issue COBRA notices to separating employees and to dependents of employees who no longer qualify; enroll/re-enroll participants who elect COBRA; maintain and update database files, and file paperwork; collect payments and submit to treasurer monthly for deposits; create and send out collection notices for late payments; create and send out reminder letters 6 months prior to cancellation date; process COBRA changes and cancellations; create and distribute rate change update notices to participants; answer employee questions related to COBRA.

- Flexible Spending Accounts - Notify eligible employees of annual election period; compile, update, copy, collate and distribute forms and informational materials to eligible employees annually by May 1st; track, process and report cafeteria plan elections and applicable payroll deductions; process approval reimbursements monthly; distribute monthly statements to participants.

- Workers Compensation
 - Receives and reports workers' compensation claims ensuring compliance with state law; follows up with supervisor as needed for additional details; maintains a separate file for claims.

- Assists in the investigations of claims for effective claims management as necessary.
 - Assists with the development, implementation and enforcement of the state laws and CCSU policy, procedures and operating practices related to workers' compensation.
 - Follows up with employees on lost time claims to ensure accurate attendance reporting and to expedite a return to work.
 - Assists employees, providers, and carrier with questions related to a claim.
- **Retirement** - Assists with the administration and communication of the various retirement plans offered (including VMERS, Non-Teachers Retirement Plan, Vermont State Teachers Retirement Plan, and Tax Deferred Annuities); distribute informational and application materials to employees; explain eligibility and basic information about the plan; assist employees with the completion of the enrollment forms; provide employees with contact names, phone numbers, or sources to call for more specific questions or information.
 - **Value-Added Benefits** - Explains the value-added benefits CCSU provides to all new employees (ie. Racquet's Edge, Liberty Mutual; Chittenden County Teachers Credit Union, Bailey-Howe Library, etc.); assists with the development, update and distribution of informational materials.

SUPERVISION RECEIVED: Receives assignments and direction from the *Human Resource Director*. Reports to, supervised and evaluated by the *Human Resource Director*. Works mostly independently performing key benefit management and Human Resource functions.

SUPERVISORY RESPONSIBILITIES: Trains and plans, assigns, and is responsible for quality of work of the *Human Resource Assistant* and plays key advisory role in evaluation, hiring, rewarding and disciplining, firing, and compensation. Trains, assists, and provides technical direction over the *Human Resource Assistant* and plays an advisory role in evaluation and hiring.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelor's degree in Human Resources, Business Administration, Management, or other related field, plus 4 to 5 years of directly related experience (including recruitment & benefits administration experience), or a combination of education and experience from which comparable knowledge and skills are acquired. Demonstrated success in a supervisory/leadership capacity preferred.
- **Language Skills.** Ability to read and interpret documents such as policies, operating practices, procedure manuals, and governmental regulations. Ability to write reports, advertisements, business correspondence, newsletters, and procedure manuals. Ability to effectively present information and respond to questions from applicants, parents, students, community members, board members, administrators and employees of organization.
- **Mathematical Skills.** Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.
- **Computer Skills and Experience.** Excellent computer skills including proficiency with Microsoft Word, Excel and Access.
- **Reasoning Ability/Mental Requirements.** Demonstrated ability to use discretion and independent judgement. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram, or schedule form.

- Communication & Interpersonal Skills. Excellent oral and written communication skills. Proven ability to work cooperatively and effectively as part of a team. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations.
- Other Personal Characteristics. High accuracy & attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction, and with minimal supervision.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand and walk. The employee is regularly required to reach with hands and arms. The employee is occasionally required to drive, and must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

.....
 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.