

HUMAN RESOURCES SPECIALIST

422-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the planning and administering of Human Resources activities in a School District including but not limited to benefits administration, HR information systems, employee and labor relations, recruitment, compensation and training and development. The work is performed under the general direction of a higher level supervisor with leeway allowed for the exercise of independent judgment in analyzing problems and rendering a variety of Human Resources services. The work is varied depending upon the assignment of the individual employee. Supervision may be exercised over subordinate staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Manages and administers the employee/ retiree benefit programs including but not limited to health, dental, vision, Section 125 plans, Leave of Absences, COBRA, Employee Assistance etc.;

Researches, plans and coordinates implementation of new benefit programs and serves as a liaison between the school district and plan administrators;

Maintains a working knowledge of and keeps abreast of regulations and laws as they pertain to benefits including but not limited to FMLA, ACA, ADA, COBRA etc.;

Responds to inquiries regarding health insurance coverage, rates, claims etc. and contacts insurance carriers regarding eligibility and various problems that arise;

Collects and analyzes a variety of HR and associated financial data;

Provides information in response to inquiries and resolves unusual or difficult HR or Payroll issues;

Maintains a level of expertise with HR Information Systems to serve as a resource on report writing, data management and data analysis;

Conducts on-going review and audits of employee files to ensure compliance;

Coordinates compliance on certifications, licensure and other requirements of staff;

Functions as a liaison between the HR Department, staff and component school district staff and interprets policies, contracts, rules and regulations as it relates to HR functions;

Implements administrative regulations related to HR matters;

May supervise and/or assist with the preparation and entry of the payroll including information pertaining to deductions or corrections, tax matters or other payroll related issues;

Assists with the coordination and implementation of upgrades or new software systems pertaining to payroll, benefits, personnel records or timekeeping systems;

Reviews work flow and procedures to identify technology needs of the department to ensure efficient operation of the office;

Reviews qualifications of candidates to verify they meet the requirements of a position and participates in the recruitment, interviewing and selection of candidates;

Conducts or assists with orientation for new employees to provide them with information on their employment status and expectations;

Reviews, verifies and analyzes the accuracy of information pertaining to HR related activities such as appointments, terminations, separations, use of eligible lists and the recording and processing of employee information;

Prepares original correspondence to employees, human resource vendors and other clientele on a variety of issues;

Communicates pertinent information to staff, supervisors and administrators as needed;

Makes recommendations to a higher level administrator regarding hiring, assignment of work, and disciplinary needs;

Develops and makes recommendations to improve efficiencies in the office;

Prepares reports and maintains files and records as required;

Coordinates various special projects and studies related to Human Resources;

Trains new employees and departmental users on the use of payroll or benefits systems and processes;

Assists with investigations related to grievances, legal issues, violations of policy and procedures and other situations which may require HR intervention;

May assign, supervise and review the work of subordinate staff;

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

Thorough knowledge of Human Resources and Payroll management systems, benefits administration, New York State Civil Service Regulations and New York State Department of Education Law; thorough knowledge of all federal, state and local laws, regulations and contractual agreements pertaining to Human Resources Administration in a public setting; good knowledge of the principals and procedures of public Human Resources Administration; good knowledge of business arithmetic and English; ability to gather facts, analyze data and produce complete and

thorough reports; ability to ascertain, organize and analyze facts, make valid comparisons and draw logical conclusions; possesses current technology skills and is able to utilize a variety of computer systems and applications; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials, laws, codes, regulations; ability to establish and maintain working relationships with supervisors, administrators, employees and the public; ability to prepare written reports and present various training and development programs; ability to supervise and direct the work of others; good judgment; accuracy; initiative; resourcefulness; clerical aptitude; creativity; tact; integrity; and sound professional judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Human Resources, Business Administration or related field and four (4) years of full time experience in at least one Human Resources function which includes benefits administration, payroll, recruitment, labor or employee relations, including or supplemented by two (2) years of experience coordinating one or more human resources functions for an employer with at least fifty (50) or more employees; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Human Resources, Business Administration or related field and six (6) years of full time experience in at least one Human Resources function which includes benefits administration, payroll,

recruitment, labor or employee relations, including or supplemented by two (2) years of experience coordinating one or more human resources functions for an employer with at least fifty (50) or more employees; or

(C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as described in (A) and (B) above, including or supplemented by two (2) years of experience coordinating one or more human resources functions for an employer with at least fifty (50) or more employees.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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