

## 2017-2018 HUMAN RESOURCES – KEY RESPONSIBILITIES

POSITION:	Director of Human Resources	Assistant Director of Human Resources	Human Resources Specialist	Benefits Specialist	Payroll Supervisor	Payroll Processor	Administrative Assistant	HR Specialized Assistant	Receptionist – Central Office
NAME:	Sharon Standish	Dawna Hankins	Ruth Smith	Kim Gardner	Kelly Jo Davis	Jeff Bania	Barbara Millard	Sherry Mauch	Teresa Gallagher
REPORTS TO:	Superintendent	Director of HR	Assistant Dir of HR	Director of HR	Assistant Dir of HR	Payroll Supervisor	Director of HR	HR Specialist	HR Specialist
Staffing	Recruitment and staffing for professional staff positions in district	Compiles and analyzes data for local, state, and federal reports related to staffing and compensation	Administers the district's multiple benefits programs (medical, Rx, dental, vision, Section 125 plan, group life, optional life, short and long-term disability, workers compensation, EAP, Executive Flexible Benefits, Cafeteria Style Benefits, TSA, and Flexible Spending Accounts.	Process district's biweekly payrolls to include data entry, posting and editing, printing checks and vouchers, remitting appropriate deposits, requesting checks for wage attachments, TSAs, and taxes, filing all reports, creating/posting periodic and quarterly files.	Processes payroll for all paid District employees. Prints, signs, sorts, and insert checks and direct deposit vouchers in envelopes for distribution.	Answers incoming telephone calls for HR Department	Assists employees with HR related questions	Performs front desk duties for the administration office including answering phone calls, greeting, and signing in visitors.	
Employee records management system	Prepares and or coordinates staff development programs	Compiles and analyzes data for District use to determine staffing needs in conjunction with the budget process.	Processes and provides info for Leaves of absence for the district's employees	Prepares and distributes W-2 files	Maintains employee records information – tax deductions, address changes, salary changes, and all other payroll deductions.	Screens, schedules, and prepares applicant interview process.	Communicates offers of employment to new support staff and subs	Sorts and distributes mail for HR Dept.	
Certification	Maintains the staff performance management System	Conducts all new employee orientations.	Ensures compliance with FMLA legislation	Assists in gathering of information for labor contract negotiations	employee attendance	Posts position vacancies and assists with updating department website.	Types, composes, designs, faxes, proofreads, prints, duplicates, collates, distributes, and files departmental materials.	Sells discount movie tickets to employees, processes funds, and maintains supply of tickets.	
Tuition Reimbursement and Course Approvals	Assists with personnel related matters	Conducts preliminary interviews for support staff positions and makes recommendations for employment.	Oversees Retiree and COBRA administration	Develops systems to insure payroll is processed accurately and in compliance with federal, state, and local regulations.	Processes personal day requests for all employees	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Maintains daily schedule of meetings in conference rooms.	
Employee Relations	Ensures proper departmental workflow	Gathers data required for the state required PIMS Report, analyzes the data and reports to ensure accuracy for highly qualified status.	Runs the Open Enrollment process annually	Verifies all state, local, and federal reports for payroll	Completes all mortgage verifications, tax sheltered annuity applications, unemployment forms, and wage attachments (Domestic Relations, Berkheimer, etc).	Interfaces with all levels of employees and external contacts: greets visitors, provides assistance and information, respond to inquiries and requests, and makes referrals to third parties when appropriate.	Prepares new employee orientation packets, reviews employment documents, and ensures completion of required forms for the employee personnel file.	Assists with filing, shredding, scanning preparation, and scanning.	
District Title IX, EEOC/HRC Coordinator	Audits HR department technology functions to recommend system changes to insure efficiency and accuracy	Maintains current knowledge of and ensures compliance with state, federal, and local regulations pertaining to personnel and certification	collection of employee benefit contributions	attendance tracking for all district personnel	Handles all employee payroll deduction accounts and their	Schedules appointments and meetings	Types, composes, designs, faxes, proofreads, prints,	Assists with filing, shredding, scanning preparation, and scanning.	
Compensation	Assists with personnel related matters	Conducts preliminary interviews for support staff positions and makes recommendations for employment.	Oversees Retiree and COBRA administration	Develops systems to insure payroll is processed accurately and in compliance with federal, state, and local regulations.	Processes personal day requests for all employees	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
Benefits	Ensures proper departmental workflow	Gathers data required for the state required PIMS Report, analyzes the data and reports to ensure accuracy for highly qualified status.	Runs the Open Enrollment process annually	Verifies all state, local, and federal reports for payroll	Completes all mortgage verifications, tax sheltered annuity applications, unemployment forms, and wage attachments (Domestic Relations, Berkheimer, etc).	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
Payroll	Audits HR department technology functions to recommend system changes to insure efficiency and accuracy	Maintains current knowledge of and ensures compliance with state, federal, and local regulations pertaining to personnel and certification	collection of employee benefit contributions	attendance tracking for all district personnel	Handles all employee payroll deduction accounts and their	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
Negotiations	Assists with personnel related matters	Conducts preliminary interviews for support staff positions and makes recommendations for employment.	Oversees Retiree and COBRA administration	Develops systems to insure payroll is processed accurately and in compliance with federal, state, and local regulations.	Processes personal day requests for all employees	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
Grievance Coordination	Ensures proper departmental workflow	Gathers data required for the state required PIMS Report, analyzes the data and reports to ensure accuracy for highly qualified status.	Runs the Open Enrollment process annually	Verifies all state, local, and federal reports for payroll	Completes all mortgage verifications, tax sheltered annuity applications, unemployment forms, and wage attachments (Domestic Relations, Berkheimer, etc).	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
C.O. Receptionist	Audits HR department technology functions to recommend system changes to insure efficiency and accuracy	Maintains current knowledge of and ensures compliance with state, federal, and local regulations pertaining to personnel and certification	collection of employee benefit contributions	attendance tracking for all district personnel	Handles all employee payroll deduction accounts and their	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
Substitutes	Assists with personnel related matters	Conducts preliminary interviews for support staff positions and makes recommendations for employment.	Oversees Retiree and COBRA administration	Develops systems to insure payroll is processed accurately and in compliance with federal, state, and local regulations.	Processes personal day requests for all employees	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
Staff Wellness Coordination	Ensures proper departmental workflow	Gathers data required for the state required PIMS Report, analyzes the data and reports to ensure accuracy for highly qualified status.	Runs the Open Enrollment process annually	Verifies all state, local, and federal reports for payroll	Completes all mortgage verifications, tax sheltered annuity applications, unemployment forms, and wage attachments (Domestic Relations, Berkheimer, etc).	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
TIMS Reporting and Maintenance	Audits HR department technology functions to recommend system changes to insure efficiency and accuracy	Maintains current knowledge of and ensures compliance with state, federal, and local regulations pertaining to personnel and certification	collection of employee benefit contributions	attendance tracking for all district personnel	Handles all employee payroll deduction accounts and their	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	
Required PDE mandates for learning	Assists with personnel related matters	Conducts preliminary interviews for support staff positions and makes recommendations for employment.	Oversees Retiree and COBRA administration	Develops systems to insure payroll is processed accurately and in compliance with federal, state, and local regulations.	Processes personal day requests for all employees	Schedules appointments and meetings	Maintains filing systems in proper order for efficient retrieval; maintains confidential files.	Assists with filing, shredding, scanning preparation, and scanning.	

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and employment for all staff  Job Descriptions  Staffing Reports  Recruitment and selection of staff  Retirements/Resignations/Terminations	<p>areas of human resources.</p> <p>Audits payroll and benefits procedures manual to insure materials are current and appropriate.</p> <p>Assists with compliance and adherence to the negotiated contracts and district policies.</p> <p>In the absence of the Director of HR, provides assistance to principals/administrators or directly respond to matters of personnel discipline procedures and grievances.</p> <p>Assists Director with preparation of staffing/salary budget for the district and Human Resource department.</p> <p>In the absence of the Director of Human Resources, act as the liaison for the School Board.</p>	<p>requirements.</p> <p>Oversees the accurate maintenance of the Human Resources Information System.</p> <p>Processes the annual salary changes for staff</p> <p>Coordinates special education aide staffing</p> <p>Tracks special education aides Chapter 14 requirements</p> <p>Assists with annual budget process.</p> <p>Develops and provides training programs for staff in regards to personnel related policies and regulations.</p>	<p>Ensures all plan documents, contracts, plan materials, and communication pieces are reflective of current plan provisions.</p> <p>Educates employees with regard to benefit plan provisions</p> <p>Maintains the District’s benefits webpage</p> <p>identify trends for potential plan modification/cost containment initiatives, and to assist with budget preparations</p> <p>benefit claims issues for employees and retirees</p> <p>HIPAA compliance</p> <p>Performs New Hire Benefit Orientations</p> <p>Maintains employee medical records files and the district’s database with regard to benefit plan participation.</p> <p>Coordinates District’s Wellness Program.</p>	<p>tracks, reports and assists employee retirement information (PSERS)</p> <p>Develops and maintains salary calculation sheets</p> <p>Creates and distributes payroll, supplemental, and intramural calendars for each school year</p> <p>Supplemental positions: paperwork, posting, contracts</p> <p>Payroll web site</p> <p>unemployment compensation</p> <p>Coordinates AESOP system for attendance and Subs</p> <p>Orientations for new hires</p> <p>Maintains the staff ID Badges</p> <p>policy and procedure manual for the District’s Payroll Department</p>	<p>billing processes (United Way, Domestic Relations, Credit Union, tax sheltered annuities, savings bonds, etc.).</p> <p>Responds to all incoming telephone inquiries concerning payroll.</p> <p>Keeps log of substitute utilization and compares with Substitute Teacher Service Report for accuracy.</p> <p>Assists with all supplemental contracts for the district including payment and tracking reports.</p> <p>Assists with direct deposit file, taxes, PSERS, and third party administrator.</p> <p>Prepares payroll information for contract negotiations</p>	<p>duplicates, collates, distributes, and files departmental materials: correspondence, memos, reports, bids, and budgets.</p> <p>Submits purchase orders.</p> <p>Maintains filing system for confidential files; maintains an organized electronic filing system.</p> <p>Collection of data, compile/summarize information, prepares State &amp; Federal reports, performs budget computations, monitors, reports progress, and finalizes reports relevant to issues of the day, week, month, or time of year.</p> <p>Prepares employee information for contract negotiations.</p> <p>Arranges transportation plans and reserves accommodations for</p>	<p>Interfaces with all levels of employees and external contacts: greet visitors, provides assistance and information, responds to inquiries and requests, and makes referrals to third parties when appropriate.</p> <p>Maintains departmental web-site.</p> <p>Works in collaboration and coordination with other assistants to ensure accurate communication across departments.</p> <p>Assists with payroll and benefit offices as needed.</p> <p>Processes tuition reimbursements for all staff.</p> <p>Prepares employee information for contract negotiations.</p>	<p>as needed.</p> <p>Orders supplies</p> <p>Verifies FBI clearances for STS employees.</p>	

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							meetings and conferences.		
BOARD CMTE:	Personnel Committee								