



HUMAN RESOURCE SERVICES SUPERVISOR

Purpose Statement

The job of Human Resource Services Supervisor was established for the purpose/s of assisting the Director of Human Resources in the management of the District's benefits, leaves, safety and other district human resource programs and services; providing advice and information to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the Human Resources team. Human Resource Services Supervisor is also responsible for effectively coordinating a collaborative process between management and employees which develops working conditions that maintains an efficient and effective workforce, interpreting and supporting the administration of personnel policies and maintains and supports employee's needs of the District.

This job reports to Director of Human Resources

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Consults with administrators on a wide variety of sensitive personnel issues (e.g. hiring, transfers, medical issues, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
- Provides maintenance of services and the implementation of new programs and/or processes for the purpose of providing services including established timeframes and in compliance with related requirements achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, equal opportunity, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- May investigate grievances and/or complaints from employees, parents, or other staff (e.g. conflicts of interest, conduct violations, sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Maintains and reviews a variety of personnel processes (e.g. new employee orientation, health risk assessments, departmental procedures, position control, workers comp, work place injury, FMLA, disability, Affordable Care Act unemployment claims, substitute services, state and federal reports etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.
- Prepares a wide variety of complex written materials (e.g. plans, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or HR actions to the Director of Human Resources.
- Researches information required to manage benefits including reviewing relevant policies, current practices, etc. for the purpose of developing new programs/services; ensuring compliance with federal and state legislative requirements; securing general information for planning; and/or responding to requests.

- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. policies and regulations, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- Participates in District Insurance Committee, Wellness Committee and any other district committees relative to the function of HR
- Supports the Director in new employee on-boarding, new teacher mentoring, employee recognition programming.
- Manages the collection of information pertaining to exit interviews and or electronic exit surveys and the assembly of that information for analysis.
- Responsible for the maintenance of manual and electronic Human Resources software, documents, files and records (e.g. background information, personnel files, vacancy listings, applicant tracking, substitute acquisition system; HR website, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; administering personnel policies and procedures; analyzing; effective listening; facilitating meetings; interpersonal aptitude; leadership; managing staff/performance; monitoring activities; and personnel administration.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: quick and accurate decision making; communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience

4 years or more of HR experience with increasing levels of responsibility, management and decision making.

Education

Bachelors degree in job related area of human resources

Certificates & Licenses

SHRM certification

Clearances

Criminal Justice Fingerprint/Background Clearance/HIPAA Officer level
TB Check, Physical

Continuing Educ. / Training

Certifications and trainings as required by State Regulation and Board Policy

FLSA Status

Exempt - Salaried

Salary Grade

Central Office, Administrative Support Personnel, 12 month Employment
Salary commensurate with education and experience

Menasha Joint School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Menasha Joint School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Receipt of Job Description _____
Employee's Name Date