



JOB POSTING #319
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
A Management Confidential Employment Opportunity

<u>Date of Posting:</u>	July 6, 2018
<u>Position(s):</u>	Assistant Human Resources Administrator – Anticipated
<u>Location:</u>	Academy Park – Administration Building
<u>Salary:</u>	\$60,000 - \$80,000, based on experience
<u>Effective Date:</u>	July 2018
<u>Deadline for Applying:</u>	July 20, 2018, 4:00 PM

Note: This is a competitive Civil Service position; transfer or appropriate Civil Service Exam is required

Responsibilities:

Under general supervision of the Human Resources Administrator, the incumbent is responsible for providing supervision to clerical staff, delegating job tasks and responsibilities, and overseeing the workflow of the Human Resources Department. The incumbent will assist the HR Administrator with a wide variety of responsibilities to ensure compliance with State and Federal labor laws, Education law, and Civil Service law. Other responsibilities include directing benefit administration, overseeing certain hiring processes and assisting with interviews, certification and license personnel compliance and unemployment claims.

- Assists in the implementation of all human resources policies and procedures by reviewing documentation, records, reports and procedures for compliance with State and Federal labor laws, Education law, and Civil Service Law;
- Directs the District's benefit administration staff to ensure that procedures are correctly followed in the administration of benefits including, health insurance, worker's compensation, unemployment, FMLA, Civil Service Laws, District policies and union contacts, etc.;
- Provides oversight for the employee hiring process to include reviewing applications, processing reference checks and/or fingerprinting, interviewing and background checks, etc; Meets with final candidate to make employment offer and process paperwork;
- Assists in the preparation of Federal, State, and district reports, including but not limited to Basic Education Data System (BEDS) and Civil Service payroll certification;

- Prepares school calendar, seniority and PEL lists, and monitors time and attendance records;
- Ensures all licenses and certifications for administrator, teachers, teaching assistants coaches are kept current; maintains records with expiration dates and communicates with employees regarding the status of their certification/license;
- Manages the District's job descriptions by conducting job evaluations to ensure that job descriptions accurately reflect current job assignments, duties, and responsibilities, as well as comply with the Americans with Disabilities Act (ADA);
- Audits personnel files to ensure compliance with applicable labor regulations;
- Oversees the staffing and reporting on District substitute personnel, including pre-employment screening, itinerant substitute teacher list and attendance record keeping;
- Maintains the District's Employee Handbook and provides guidance to HR staff regarding the interpretation, application, and enforcement of these policies. Oversees the distribution of the Employee Handbook to all employees and obtains written signed acknowledgement forms;
- Monitors and audits the District's Human Resources Information systems to ensure data input is correct, logs are maintained and produces reports as required;
- Develops and manages the District's employee orientation program;
- Performs related work as required.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Human Resources, Public Administration or Business Administration and three (3) years of related full-time paid managerial experience in Human Resources in a public sector union environment. **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Human Resources, Public Administration or Business Administration and five (5) years of related full-time paid managerial experience in Human Resources in a public sector union environment. **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Preferred Experience:

- SPHR or SHRM-SCP, PHR or SHRM-CP desirable.

All applications will be accepted through OLAS

<https://www.pnwbores.org/TeacherApplication/>

Email: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.