

Vacancy Notice

Washington County Board of Education

Job title	<i>Human Resources Manager</i>
Reports to	<i>Superintendent or Designee</i>
FLSA Status	<i>Exempt</i>

Classification: Classified	Term of Employment: 12-month position
CPI Job Code: 473 Human Resources Personnel	Salary Scale: 1100/4100/5100

Duties and responsibilities

As directed, manages all functions of the personnel or human resources division of the school system. Develops, supports, and implements Board policy related to human resource activities such as employment, compensation, labor relations, employee benefits, and training. Conducts employee onboarding and departure processes. Manages district's Human Resource Information System (HRIS) and completes associated state reporting. To be successful in the position, the incumbent must demonstrate a professional demeanor, possesses a high level of discretion, maintain confidentiality, and approach the responsibilities of the job with a service mentality.

- Prepares and publishes job vacancy announcements as required by local Board of Education procedures
- Screens all applicants for available vacant positions; supports Principals & Directors in interview and selection processes
- Prepares and documents all proposed personnel transactions for Superintendent and Board of Education approval
- Recommends wage/salary level and acceptable experience for pay purposes for all new employees in accordance with Board approved salary scales
- Enters new details for employees into employee software program (HRIS); provides required information on new employees to payroll in a timely manner
- Ensures appropriate PSC certification for Certified and other classroom staff; monitors certification status and notifies employees and their Principals/Directors of renewal requirements; assists employees with certificate renewals, upgrades, adding of fields, etc.
- Maintains job descriptions for all professional and auxiliary positions in the system; creates/revises same when required
- Maintains and updates the applicant database of all eligible professional and auxiliary applicants
- Establishes and maintains appropriate personnel files for all Board of Education employees in accordance with the state records retention policies
- Establishes and monitors timelines and procedures for the evaluation of all personnel; documents evaluations in the HRIS as required
- Administers the substitute teacher program to include recruitment, training, determination of compensation, and evaluation of performance
- Monitors and recommends revisions (as required) to personnel policies, procedures, hiring requirements and expectations to ensure equal employment opportunities
- Ensures system compliance with Georgia Department of Education rules and regulations, Georgia Professional Standards Commission rules and regulations, Title IX, Title XXIX of Age Discrimination Act, and the Fair Labor Standards Act
- Revises (as required) and provides access to all materials necessary to support personnel functions to include applications for employment, certification, recruitment folders, evaluation forms etc.
- Assists in the orientation and support program for new and beginning teachers
- Represents Washington County Schools at Recruitment Fairs
- Assists with the planning and regulation of budget with regard to personnel
- Collaborates with Central Office personnel to support districtwide initiatives

- Supports investigations of reports of misconduct, arrests or illegal activities of personnel and files appropriate documentation; works closely with Principals and Directors to ensure such issues are resolved in the best interests of all parties, including the Board; implements any necessary action as directed
- Provides advice and guidance with correspondence or reporting to GAPSC (and/or other agencies) regarding disciplinary matters; prepares and retains any required documentation from such incidents
- Represents Washington County Schools in unemployment disputes; completes written reports required for dispute resolution
- Coordinates Workers' Compensation Program; ensures all reports of injury are reported and addressed as required by law and as required by the Board's Workers' compensation insurance policy; coordinates with the District's Director of Safety & Security to reinforce safety policies and protocols
- Completes all reports concerning employment statistics (state, federal, local)
- Issues employment contracts to certificated personnel
- Coordinates the employment benefit enrollment process with all new and existing employees to include:
 - Explanation of all provided benefits
 - Maintenance and distribution of all explanatory documents
 - Completion of all required enrollment documentation
 - Completion of the personnel folder and subsequent routing to the Payroll Manager
- Assists new employees with the completion of all tax and other financial forms required for employment and forward completed forms to the Payroll Manager
- Maintains documentation on all activity in employment benefit programs including enrollment, adjustments, etc.
- Serves as the BOE representative when acting on behalf of employees to administer benefit programs
- Acts as a liaison between the BOE and all administering agencies (State Health, Annuity, TRS, Cigna, Short/Long Term Disability, etc.); answers employee inquiries and assists employees with establishing contact with these providers when necessary
- Ensures the completion of all documents required by the GDOL for departing employees; completes transfer of information from active to inactive status in HRIS and personnel filing system
- Facilitates the retirement process for employees; completes any required documentation from the Board and explains to prospective retirees their benefits upon retirement
- Assists retirees and former employees with post-employment inquiries (TRS, Open Enrollment w/SHBP, Annuity, etc.)
- Completes the employment verification process for new employees to include confirmation of type and applicability of years of experience
- Completes employment verification documentation received from subsequent employer(s) for former system employees
- Coordinates and facilitates fingerprinting process for new employees or for any employee requiring a background check; retains required documentation
- Manages the FMLA process to ensure federal compliance; manages process to facilitate employee return to work
- Manages the Board's short- and long-term disability process to ensure maximum benefit for affected employees
- Manages the TAPP process for participating WCBOE employees including eligibility for PSC certification
- Completes periodic state CPI reporting processes; ensures timely and accurate submissions for all reporting cycles
- Coordinates the volunteer/chaperone program (documentation, background checks, etc.)
- Other duties as assigned by the Superintendent or designee

Preferred Qualifications

- B.A. or M.A. in Human Resource related fields
 - Minimum of three years of demonstrated experience in Human Resources leadership role or verifiable experience in a comparable role.
 - Hold or be eligible for Georgia School Support Personnel License issued by the Georgia Profession Standards Commission.
 - Minimum of three years' experience in a school system environment.
 - Experience in a role managing sensitive and/or confidential information
 - Minimum of three years of operational experience with a HRIS, preferably in a school system environment.
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How to Apply:

Internal candidates please send cover letter and updated resume to the attention of **Sandra McMaster** or email to **Sandra.McMaster@washington.k12.ga.us**

External candidates may submit a Washington County Board of Education application for employment, resume and three professional references to **Sandra McMaster** or email to **Sandra.McMaster@washington.k12.ga.us**

Position Open Until Filled

The Washington County Board of Education is an Equal Opportunity Employer