

EMPLOYMENT OPPORTUNITY...

The Human Resources Department would like to bring to your attention the following employment opportunity within the Milford School District.

Human Resources Generalist

Building Location: District-Wide/SAU Office

Send Applications to: Office of the Superintendent 673-2202
Attn: Jennifer Burk
100 West Street
Milford, NH 03055

Position Available: September 2017

The Milford School District is seeking a Human Resources Generalist to manage all functions of Human Resources under the direction of the Business Administrator, including recruitment & selection of candidates, benefits administration, legal compliance, employee classifications, compensation, employee safety, training and job description development. Candidates must be highly organized, great at multi-tasking and preferably tech-savvy with prior experience utilizing an HRIS.

Bachelor's degree with a concentration in business, labor relations or a related field, and at least three years of experience in Human Resources is required, Master's degree preferred.

This position is year-round, classified exempt. Hiring salary range is \$45-55K, depending on education & experience.

Application Deadline: July 21, 2017

Interested candidates should submit a Classified Application, Letter of Interest, Resume, three letters of reference and copies of transcripts & certification (if applicable) to the Human Resources Office. Internal candidates may submit a Job Bid form with updated resume.

06/30/17

Milford School District - SAU 40

JOB TITLE: HUMAN RESOURCES GENERALIST	
Job Description Approved By: Robert Marquis, Superintendent of Schools	Date: June 2017
Position Goal:	To assist the Business Administrator in managing all functions of human resources, including recruitment and selection of candidates, benefit administration, salary administration, safety, training and job description compliance.
Reports to:	Business Administrator
Equipment Used:	Computer, telephone, office equipment
Education, Training, Skills, Experience, & Licensure Requirements:	
Bachelor's Degree with a concentration in business, labor relations or related field required; Masters preferred. Five (5) years progressive experience in human resource administration. Ability to maintain confidentiality and sense of professionalism when interacting with all levels of employees. Excellent interpersonal, communication (written and verbal) and organization skills are required as well as the ability to prioritize and manage multiple tasks simultaneously. Proficiency in Word, Excel, PowerPoint and experience with an HRIS system are preferred. Demonstrated ability to work as a generalist in a stand-alone function. Such alternatives to these qualifications as the Superintendent may find appropriate are acceptable.	

Duties and Responsibilities:

Benefit Administration & Compensation:

1. Administer all employee insurance benefits on a district-wide level.
2. Oversee the Early Retiree Program in accordance with the Teachers Agreement.
3. Serve as a resource for staff regarding insurance changes and coverage questions. Coordinate with insurance providers to articulate changes to plan policy and interpretation of coverage.
4. Audit and reconcile monthly bills for changes to ensure accuracy.
5. Design and process the open enrollment cycle for all staff and retirees.
6. Work with insurance providers to administer and process COBRA notification, enrollment procedures and payment processing for all eligible enrollees.
7. Assist the Business Administrator in obtaining rates and evaluating plan proposals from insurance providers. Maintain census information for current eligible staff.
8. Assist the Business Administrator with wage and benefits research to determine competitive salaries and benefit levels. Respond to surveys and provide reports to various agencies.
9. Coordinate updates in the payroll system with the Payroll Coordinator for all new hires, terminations and staff changes.
10. Assist the Business Administrator and Superintendent in preparing the annual budget for all levels of positions, supplemental pays and benefit elections as requested.

Recruitment:

11. Coordinate with administrators on recruitment needs for new positions, internal transfers and other position openings across the District.
12. Work with the Business Administrator to develop and maintain job descriptions.

13. Advertise opportunities externally and post job openings internally at each building and work with the District's webmaster to update the website to reflect all current vacancies.
14. Scan, log and coordinate distribution of applications received by the Human Resources Office.
15. Initiate, organize and manage job fair events.
16. Work with the Business Administrator on new hire starting salary calculations for recommendation to the Superintendent.
17. Prepare nominations for school board meetings, offer letters and benefit orientation notifications.
18. Meet with candidates to process new hire paperwork.
19. Maintain the status of open and closed positions, new hires and terminations.
20. Coordinate the hiring of substitutes with Administration and clerical staff. Maintain active substitute files and manage master substitute list.

Policy, Procedure & Compliance:

21. Assist with the development and revision of human resources management policies and practices in accordance with State and Federal legislation. Assist the Business Administrator with updating the Classified Staff Handbook to reflect approved policies and procedures.
22. Work with the Payroll Coordinator to process all reasonable assurance letters for classified, professional and substitute staff prior to the end of the school year. Coordinate with the unemployment insurance provider on claims for all staff terminations.
23. Develop and maintain a database system for personnel records (currently Infinite Visions) to ensure data integrity for past and present employees. Prepare reports from the database system as requested by Administration.
24. Administer FMLA and other requested leaves of absence. Work with the Payroll Coordinator regarding paid and unpaid leaves of absence and benefit deductions.
25. When requested by the Business Administrator, participate as a member of the Safety Committee. Administer worker's compensation plan and maintain records of worker's compensation claims.

Employee Relations:

26. Provide proactive and reactive assistance and counsel to Administrators on human resources related issues. Manage employee documentation on such issues.
27. Advise and coach employees on personnel matters as appropriate.
28. Assist in the negotiations of collective bargaining agreements as requested by the Business Administrator and Superintendent; provide relevant salary & benefit survey data when requested.

Other:

29. Act as the backup to the Receptionist.
30. Perform other tasks as may be assigned by the Superintendent and Business Administrator.

PHYSICAL ACTIVITY REQUIREMENTS			
LIFT up to 10 lbs.	frequently	TWISTING	occasionally
LIFT 11 to 25 lbs.	occasionally	BENDING	occasionally
LIFT 26 TO 50 lbs.	rarely	CRAWLING	never
LIFT over 50 lbs.	never	SQUATTING	occasionally
		KNEELING	rarely
CARRY up to 10 lbs.	frequently	CROUCHING	rarely
CARRY 11 to 25 lbs.	occasionally	CLIMBING	never
CARRY 26 TO 50 lbs.	rarely	BALANCING	never
CARRY over 50 lbs.	never		
		WORK SURFACES:	
REACH above shoulder height	rarely	Desk, table top, carpeted and tiled floors	
REACH at shoulder height	frequently		
REACH below shoulder height	occasionally	SUMMARY OF OCCUPATIONAL EXPOSURES:	
		Office environment, exposure to cleaning chemicals	
PUSH/PULL	occasionally	>99% indoors, <1% outdoors	
		CONTROLS AND EQUIPMENT USED:	
HAND MANIPULATION:		Computer, keyboard, office equipment: telephone, copier, facsimile machine, calculator, adding machine	
GRASPING	frequently		
HANDLING	occasionally	OTHER CONSIDERATIONS AND	
TORQUING	never	REQUIREMENTS:	
FINGERING	frequently		
DURING THE AVERAGE WORKDAY, EMPLOYEE IS REQUIRED TO:			
SIT:	CONSECUTIVE HOURS:	1	TOTAL HOURS: 5
STAND:	CONSECUTIVE HOURS:	<1	TOTAL HOURS: <.5
WALK:	CONSECUTIVE HOURS:	<1	TOTAL HOURS: <.5
COGNITIVE AND SENSORY REQUIREMENTS:			
TALKING:	required		
HEARING:	required		
SIGHT:	required		
TASTING & SMELLING:	not required		