

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

March 2010

SECTION I: GENERAL INFORMATION

Position Title: Human Resources Supervisor	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources and Technology	FLSA Status: Exempt
Band/Grade/Subgrade:	Bargaining Unit:
<p>Job Summary: Under the direction of the Director of Human Resources, the Human Resources Supervisor is responsible for managing and overseeing all district employee enrollments in benefits programs. This includes the administration of Health, Dental, and Life Insurance, LTD and Worker's Compensation programs. In addition, the Human Resources Supervisor oversees and manages New Employee Orientation, Severance benefits, Continuation/Cobra, and Employee Leave tracking. The Human Resources Supervisor is responsible for supervising the daily workflow of the Human Resources Department's integration of new employees, participating on the district negotiations team, and leading the district's Wellness Committee.</p>	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Administers all medical, dental, life, long term disability, worker's compensation, and flexible spending programs for all employee groups. Manages retirement planning, severance and insurance continuation for all retired staff.
Percent of Time:	45%	
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Manages and tracks all employee benefit programs, including enrollments, issue resolution, records management. • Manages transition for eligible retired employees and their spouse from the District's insurance plan to District's Medicare Supplement Plan. • Processes benefit enrollments and payments, maintaining benefit files in accordance with state and federal data practices. • Facilitates COBRA administration through third party administrator. Stays current with Federal COBRA, Federal HIPAA, Minnesota State Continuation and Minnesota Chapter 488 laws. • Analyzes and applies changes in eligibility as changes in legislation impact continuation of benefits. • Establishes payment tracking system and processes payments. • Co-facilitates selection of new benefits' carriers and modifications in current benefits' programs. Analyzes premium costs annually and facilitates Requests for Proposals, when appropriate. Determines when changes to plan design need to be implemented and communicates changes to employees. Facilitates required voting process with unions. • Facilitates retirement planning for all employees, including severance payments and continuation of benefits for retired staff members. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Facilitates the integration of new employees into the school district. Communicates district-wide expectations, responsibilities, and benefits to employees, using a variety of vehicles including New Employee Orientation, answering questions in meetings or over the phone, sending out periodic notices, and writing benefit related materials, and ongoing general communication regarding benefits.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises the daily workflow of the Human Resources Department's integration of **new employees, including collection of required employment documentation, background check verification, initial placement of salary schedule, and placement on the Board agenda.** This includes supervision/evaluation of the Human Resources Administrative Assistant and management of the department budget.
- Provides New Employee Orientation sessions twice a week, sharing information that includes: Benefits, District Policies and Procedures, and Federal/State mandated communications.
- Provides regular communications to district employees regarding employee benefits programs (group and individual).
- Informs employees of the conditions and consequences regarding the choices they make for enrollment.
- Instructs employees on completing insurance/enrollment/payroll information

Duty/Responsibility No:	3	Statement of duty/responsibility: Develops and maintains employee absence procedures and forms, and processes leaves of absence requests for all employee groups.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Reviews monthly absence reports with Human Resources Administrative Assistant
- Analyzes and applies contract language for various absences and leaves of absence, and FMLA or LTD applicability.
- Compiles and **analyzes** information about exceptional leave cases and makes recommendations to the Human Resources Director for consideration.
- Initiates communication with the payroll department when employee wages need to be withheld.
- Interprets and explains the NEA and Office Employee Sick Leave Bank to prospective borrowers and their supervisors.

Duty/Responsibility No:	4	Statement of duty/responsibility: Coordinates annual enrollment process by sending notices to all eligible employees, conducting insurance informational meetings for employees and retirees, and processing changes.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates Open Enrollment vendor meetings
- Tracks and process enrollments for multiple plans, for all employee groups.

Duty/Responsibility No:	5	Statement of duty/responsibility: Chairs the District Insurance Advisory Committee and the District Staff Wellness Committee. Researches best practices and provides programming recommendations for the committee's consideration.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Insurance Advisory Committee consists of representatives from stakeholder groups- This position coordinates meetings regarding decisions around insurance carriers, number of Health package options, 403B changes, etc. The Human Resources Supervisor works with carriers and the committee to recommend plan design changes and cost containment strategies.
- District Staff Wellness committee provides wellness speakers, seminars and monthly newsletters to all district employees
- Administrates the Wellness Committee Budget

Duty/Responsibility No:	6	Statement of duty/responsibility:
Percent of Time:	5%	Serves on the District negotiations team for all employment groups.

Tasks involved in fulfilling above duty/responsibility:

- Prepares benefits information and summaries on request.
- Provides analysis of potential benefits proposals
- Member of District Negotiations Team. Researches and analyzes all proposals. Makes recommendations to the district negotiations team regarding benefits proposals.

Duty/Responsibility No:	7	Statement of duty/responsibility:
Percent of Time:	5%	Maintains all benefit employee records, staff directories and employee handbooks.

Tasks involved in fulfilling above duty/responsibility:

- Maintains computerized records of employee benefits.
- Maintains staff directory data base files and prepares and distributes staff directory.
- Prepares annual FTE report
- Maintains records and follows up on probationary employee evaluations.
- Manages Educational Assistant staffing grid

Duty/Responsibility No:	8	Statement of duty/responsibility:
Percent of Time:	5%	Performs other comparable duties of a like or similar nature as assigned.

Tasks involved in fulfilling above duty/responsibility:

- Assists HR Director with various department projects, interpretations of contracts, FLSA, Health Accommodations and ADA applicability.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		B.S. or B.A.
	High school diploma or GED.		Major field of study or degree emphasis: Emphasis in Human Resources
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of relevant state and federal laws, regulations, rules and guidelines that impact employee benefits. • Knowledge of benefit contracts and language. • Knowledge of district school policies. • Knowledge of district budget processes. • Knowledge of case management tools, applications, documentation requirements and regulations.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: At least one year previous work related experience is required.			
Required Supervisory Experience: At least one year of supervisory experience is preferred.			
LICENSE/ CERTIFICATION			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
	<ul style="list-style-type: none"> • Excellent customer service skills and ability to communicate effectively both orally and in writing with employees at all levels in the organization as well as with people outside the organization. • Establishing and maintaining cooperative and effective working relationships with others. • Applying judgment in dealing with angry, hostile or uncooperative individuals. • Interpreting employee benefit plans and applicable state/federal legislation, regulations, and collectively bargained contract language. • Assembling, organizing, maintaining and preparing data for records and reports. • Effectively conducting group presentations and facilitating meetings. • Using and applying office productivity software (spreadsheets, word processing, database, etc.) applications as well as customized applications and programs utilized by the district. • Ability to develop, implement, explain, and apply district human resource policies, procedures, rules and regulations. • Performing work activities with precision and accuracy.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Human Resources Administrative Assistant	1
TOTAL		1

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: NA	Total:

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Position responsibilities are performed in a typical school district office setting where there is a minimum of environmental risks and hazards associated with performing the work. Incumbents may be exposed to some occasional disagreeable human contacts when dealing with employees and/or the public.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resources Signature

Date

Classification History: