

# **DEPUTY HUMAN RESOURCES OFFICER**

## **JOB DESCRIPTION**

### **METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP**

**PURPOSE:** To oversee human resource functions for classified staff and district supervisors.

**RESPONSIBILITIES:**

1. Supervises the maintenance of all classified employee records.
2. Assists the Assistant Superintendent for Human Resources in addressing employee complaints by serving as the district 504 coordinator.
3. Reviews and updates personnel procedures and benefits schedules.
4. Participates in recruitment of the best candidates for all vacancies.
5. Conducts benefits conferences with all new classified staff.
6. Conducts the evaluation of Human Resources Department office support staff.
7. Completes personnel reports and surveys.
8. Ensures full compliance with FMLA, FLSA, and ADA regulations.
9. Assists the Assistant Superintendent for Human Resources in developing employee recognition activities.
10. Continually updates the Human Resources web page and job postings.
11. Certifies employment classifications and salaries to the Business Office.
12. Provides technical assistance to district administrators with employee application system.
13. Serves as the liaison for the district and the substitute teacher and substitute nurse staffing agencies.
14. Leads the work of the District Calendar Committee.
15. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

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