

## TOMS RIVER REGIONAL SCHOOLS

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**TITLE: DIRECTOR OF PERSONNEL & BENEFITS**

**QUALIFICATIONS:**

1. Must have five or more years experience in a personnel related field including experience at a supervisory or management level; or equivalent combination of education and experience as determined by the Board. Master's degree preferred.
2. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions.
3. Familiar with operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes and Education Code provisions.
4. Knowledge of policies and laws which impact employer/employee relations.
5. Knowledge of federal and state family leave act provisions.
6. Knowledge of employee benefits; including health insurance, workers' compensation and regular/disability pension application process for retirement.
7. Familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements and approaches to collaboration.
8. Management principles; and organizational psychology.
9. Demonstrated ability to work effectively in the areas of personnel management, including as they relate to school administration and supervision of programs and staff.
10. Possess strong leadership and communication skills and ability to, in conjunction with the superintendent and the business administrator, plan, organize, and direct the non-certificated and certificated personnel program.
11. Interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts.
12. Assemble and analyze data, including personnel cost-out information required for negotiations with all bargaining units, and make appropriate recommendations to school officials, and the Board. Work collaboratively with other departments and agencies.
13. Train subordinates; relate to and communicate with all members of the work force.
14. Interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, board policy, and collective bargaining agreements.
15. Improve and implement policies and procedures where appropriate.
16. Communicate effectively, orally and in writing; problem solving ability.
17. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Superintendent or designee

**SUPERVISES:** Assigned Personnel and Benefits Staff

## **DIRECTOR OF PERSONNEL & BENEFITS (Continued)**

**JOB GOAL:** Under the direction of the Superintendent and/or Business Administrator, the Director of Personnel & Benefits is responsible for the administration and coordination of classified and certificated functions of the Personnel Department & Health Benefits Department.

### **PERFORMANCE RESPONSIBILITIES:**

1. Plan, direct, and manage the Personnel and Health Benefits function for the district's certificated and classified employees.
2. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.
3. Administer all procedures and policies relative to both the non-certificated and certificated personnel programs of the district in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code, and local Board Policy.
4. Manage all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
5. Manage and maintain a district-wide staffing profile and position control roster.
6. Manage and maintain the record-keeping for a system of performance evaluation for employees.
7. Manage the district's recruitment and selection efforts.
8. Manages district employee job descriptions and updates when appropriate.
9. Provide specialized assistance in the handling of employee problems of keeping abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and termination.
10. Interpret Board Policies and Administrative Regulations relating to Employer/ Employee Relations and advise, direct, and assist, as necessary, in their implementation.
11. Establish and maintain cooperative relations with others.
12. Provide leadership for the Personnel and Health Benefits staff.
13. Responsibility for representing the district in the investigation and resolution of compliance issues and contractual disputes, as appropriate.
14. Responsibility for grievance processing.
15. Directs and evaluates the work of the staff within the Personnel and Health Benefits Departments.
16. Interprets district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
17. Serves as a resource person for information relative to the Education Code and legal regulations pertinent to personnel practices.
18. Assists with development of the annual budgets for Personnel and monitors expenditures.
19. Coordinates non-certified and certificated personnel evaluation systems.

## **DIRECTOR OF PERSONNEL & BENEFITS (Continued)**

20. Under the direction of the Superintendent or his/her designee, participate as a representative of the district during employer/employee contract negotiations.
21. Coordinates retirement options; consults with employees on retirement related issues.
22. Conducts analyses for district and state reports. Files reports in a timely manner, seeking Board approval when appropriate.
23. Under the direction of the Superintendent or Business Administrator, represents, or as appropriate, assists in representing the District at compliance agency hearings including but not limited to judicial proceedings and PERC, EEOC, Unemployment and Workers' Compensation Appeals Board.
24. Monitors district litigation as appropriate.
25. Shall attend workshops as deemed necessary by the Superintendent or Business Administrator.
26. Other duties may include monitoring/evaluating district major goals and objectives, attend board meetings and prepares such reports for the Board as the Superintendent may request, evaluate the performance of administrative personnel in accordance with law, code and board policy, and perform other related duties as may be assigned by the Superintendent or Business Administrator.
27. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Superintendent or Business Administrator.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Based on 12 month employment

Adopted by: Toms River Regional Schools

Date: 4/20/2016

Revision: