

EXECUTIVE ASSISTANT FOR HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for providing administrative support relative to human resources for a school district. An incumbent performs human resources functions including civil service administration, recruitment and selection, and the collection, analysis and reporting of employment data. The incumbent works closely with professional and non-professional employees, parents and the general public. The incumbent must exercise a considerable amount of independent judgment in carrying out the duties of this position. Supervision may be a responsibility of this class. Does related duties as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates recruitment for professional and non-professional staff in the classified and unclassified service; organizes resumes for administrative review; advertises and posts all vacancies; interviews and screens applicants in conjunction with principals, building support staff and/or central office administrators; obtains reference checks; notifies candidates when all application materials are received and prepares offer letters to new employees;

Maintains liaison with Westchester County Department of Human Resources as to the current status of eligible lists, classification of positions and general questions pertaining to the laws, rules, and policies of New York State Civil Service Law; completes civil service paperwork; reviews district payroll and submits for certification as required by law;

Prepares and analyzes a variety of financial and statistical reports relating to the costs and financial impact of current, new and future hires; prepares financial projections of labor negotiation proposals before, during and after negotiation sessions with all labor unions;

Coordinates the input of personnel information, including that which affects the payroll and accounting operations in the business office, to assure efficient, non-duplicative use of staff such as unpaid leave of absence, removal from payroll, and reduction in force;

Reviews current employee information for accuracy and maintains employee data including seniority dates, evaluation dates, and tenure dates;

Performs data analysis and reporting across all Human Resources functions including staffing, recruitment, tenure, permanency, seniority, longevity, attendance patterns, benefits, training and compliance issues;

Works with central office administrators to produce school district calendar, staff directory and employment contract booklets;

Oversees daily office support activities which include setting appointments, receiving visitors, handling telephone inquiries, opening and screening mail, accepting deliveries and scheduling use of central office conference facilities;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists with planning and implementing special events including new hire orientations and tenure ceremonies;

Performs special and confidential assignments as directed by the Superintendent, Director of Human Resources or other high level school official;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in the performance of the duties of the position.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of office management; good knowledge of public personnel administration principles, practices, procedures, and terminology as it relates to certified/non-certified and/or classified/unclassified personnel; good knowledge of Westchester County Civil Service Rules, policies and procedures; good knowledge of records administration within an automated data processing environment; good knowledge of interviewing techniques; ability to produce financial and statistical analyses and reports; ability to communicate effectively, both orally and in writing; ability to effectively plan, organize and prioritize work assignments; ability to comprehend the varied activities of a large school district; ability to establish and maintain effective working relationships with school administrators, teachers, parents and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; poise; integrity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and two (2) years of work experience where the primary function was human resource administration, which must have included two (2) or more of the following human resource functions: workforce recruitment and selection; employee onboarding and training; benefits administration; wage and salary cost analysis and projections; labor relations; position analysis; or job specification writing, or (b) Associate's Degree* and four (4) years of experience as described in (a).

SUBSTITUTION: Successful completion of a Master's Degree* in Human Resources Management or a closely related field may substitute for one (1) year of work experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J.C.: Competitive
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Job Class Code: S165