



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	HR Manager
SCHOOL/DEPARTMENT	Human Resources
SALARY	Grade 69
FLSA STATUS	Exempt
REPORTS TO	Director of Staffing/Licensure
SUPERVISES	Office Staff
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The HR Manager is primarily responsible for all HR personnel reports submitted to the Board of Education bi-weekly and other personnel reporting and compliance to NCDPI. This person is also responsible for LINQS data management and system oversight, I-9 employment verifications. Day to day duties involve oversight of the hiring process for certified staff, to include but not be limited to: overseeing the District Employee Orientation, conducting department orientations, posting positions, applicant tracking system functions, criminal background checks, vetting recommendations, and offering employment based on the recommendation of the Director of Staffing and Licensure. The HR Manager also oversees the volunteer program, serves as the overseer for the HR websites and acts as a district recruiter, as needed.

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's degree or higher from an accredited institution in education, public administration, or related field
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

8/7/2018

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles, procedures and practices of public school personnel administration
- Considerable knowledge of federal, state, and local laws, rules and regulations governing personnel administration.
- Strong technology skills; familiarity with the LINQs Human Resources Management system is strongly preferred
- Familiarity with processes for conducting criminal record checks of potential and current employees
- Demonstrated ability to work with a volunteer registry and providing oversight and support to schools using volunteers to support their educational programs
- Demonstrated ability to work with employees and advisors in the North Carolina Department of Instruction in order to ensure compliance with state requirements
- Strong interpersonal and communication skills and the ability to communicate effectively in both written and oral forms.
- Ability to establish and maintain effective working relationships with co-workers and all stakeholders, including but not limited to community leaders, state agencies, and university partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the hiring process for certified employees from beginning to end: new hires staff actions, transfers, reassignments, retirements, resignations, leaves, terminations and Interims
2. Complete I-9 Employee verification for all employees to determine eligibility for hire
3. Serves as LINQs administrator and provides various reports, lists and statistical data as needed
4. Prepares the bi-weekly HR personnel report for the Board of Education, and other reports as necessary for the NCDPI
5. Supervises the work of the Human Resources Specialist in scheduling appointments with new hires to complete required paperwork including tax form, drug tests, criminal background checks, and health certificates
6. Organizes and conducts New Employee Orientations for newly hired staff to the district. Conducts annual department orientations to include policy assurance review
7. Responsible for the placement and oversight of student teachers and interns
8. Works with the HR Director regarding licensure administration
9. Cleans up and maintains accurate data in LINQs by researching and comparing data, personnel files, board reports and other data sources.
10. Assists the work of Human Resources staff by creating and submitting required reports to DPI including yearly teacher turnover, EEOC, and AS 200 yearly reporting
11. Leads the school district's employee recognition programs including Retiree, and Classified Employee events
12. Conducts criminal background checks for potential employees

13. Oversees the employee Excellence Program
14. Reviews and determines volunteer status based on processed background checks in the automated system
15. Works with schools to complete criminal background checks for parents and community members who wish to volunteer in the schools
16. Recruits at universities and colleges as needed
17. Assist in district interviews as needed
18. Performs other duties as assigned by the Director of Staffing/Licensure

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*