



**Position Title:** Senior H.R. Specialist  
**Department:** Business Management  
**Reports to:** Business Manager

### **Position Summary:**

The Senior HR Specialist is responsible for conducting the daily Human Resources activities for the school, including matters involving employees or prospective employees, and ensuring that all matters are handled according to school policies and procedures and meet all state and federal legal requirements. S/he also acts as a thought partner to the Business Manager, the Head of School and/or the Campus Operations Officer, to ensure that all Human Resources activities are conducted efficiently and effectively.

### **Key Position Responsibilities:**

- Identify the company's hiring needs and manage the recruitment and hiring process utilizing the Frontline system
- Enter new hire and updated employee data in the State of Delaware Payroll Human Resource Statewide Technology (PHRST) for HR and Benefits
- Conduct meetings and training sessions on HR related topics as needed
- Ensure that all employees have annual performance reviews conducted by their managers
- Assure compliance with COBRA regulations
- Manage
  - FMLA and leave requests
  - Retirement processes
  - Employee status changes in a timely manner
  - Short term disability program
- Enroll employees in health, vision and dental insurance plans and serve as the liaison between employees and service providers
- Maintain personnel files as required by law
- Oversee and verify bi-weekly Payroll in accordance with state and school guidelines
- Assist in maintaining and managing data in DEEDS and ensure certifications are up to date.
- Function as the Site Coordinator for the Teacher Mentoring program.
- Ensure that all employment and related forms, verifications, etc. are effectively and efficiently managed on behalf of the school
- Provide insight and support in union negotiations and assist in the resolution of grievance issues
- Respond to employees' questions and resolve issues in a timely and professional manner
- Assist in the development and implementation of HR policies and procedures



### ***Other Responsibilities:***

- Responsible for keeping the Business Manager apprised of local, state and federal Human Resources-related legislation, policies and practices, compliance and other related matters that could impact school operations
- Ensure that the school files all human capital contracts, ensuring that all employment and HR related activity is appropriately supported and documented
- Provide Human Resources functional guidance to school leadership as needed
- Other duties as may, from time-to-time, be established by the Business Manager

### **Position Core Competencies (Success Factors):**

The top 6 core competencies for this position are:

- **Communication** - Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills. Maintains confidentiality
- **Customer Service** - Deals with others in a straightforward and honest manner. Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands company products and services, maintains pleasant and professional image.
- **Initiative & Sense of Urgency** - Tackles problems and takes independent action, prioritizes well, shows energy, instills urgency in others, meets deadlines. Accepts accountability. Seeks out new responsibilities, acts on opportunities, generates new ideas, and practices self-development.
- **Decision Making/Judgment** - Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.
- **Job Knowledge** - Understands duties and responsibilities, has necessary job knowledge and technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.
- **Quality** - Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems. Stays focused under pressure.

These are weighted by the Business Manager in the performance review process.



## **Qualification Requirements:**

- A minimum of 5+ years of human resources experience. Experience with a school or school district strongly preferred.
- Bachelor's degree in Human Resources or related area of study
- Full proficiency in the state of Delaware's Payroll Human Resource State-wide Technology (PHRST) systems, and policies and procedures
- Experience with an enterprise resource program such as PeopleSoft or Oracle
- Proficiency with Microsoft Office
- Experience with FMLA, COBRA and short term disability
- Extensive knowledge of computer systems, particularly software related to human resources.