

HUMAN RESOURCES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position supervises the Human Resources Department for the City School District of Albany. Responsibilities of this position include recruiting, screening, and interviewing potential candidates for all vacancies, administering bargaining agreements and procedures, and assuring all instructional staff members maintain the proper certifications in alignment with the New York State Department of Education. The incumbent also serves as a Member of the Superintendent's Cabinet and is required to attend weekly Cabinet meetings.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Implements and manages procedures for recruiting, screening, interviewing, and recommending candidates for professional and Civil Service Vacancies;
- Formulates and leads all interview teams for administrative positions. Makes recommendations to the Superintendent for Board approval of administrative appointments;
- Formulates school building department level Shared Decision Making interview teams for all positions. Reviews all interview processes, signs off on finalist selections, and recommends finalist to the Superintendent for Board approval;
- Prepares the Routine Consent items for the Board of Education business agenda with all appointments, separations, transfers, salary changes, leaves of absence, and tenure decisions;
- Is a member of the Superintendent's Cabinet and participates on all central level labor management teams, respective negotiation teams, and grievance hearings.
- Meets weekly with the Superintendent's Cabinet to discuss and resolve District problems and issues, develop short and long range goals, develop ongoing plans for management and operations of the District, and develops and ensures compliance with District policies and procedures and ensures compliance with Education Law, Civil Service Law, and State and Federal labor laws;
- Administers provisions of collective bargaining agreements and/or district procedures dealing with staffing, transfers, discipline, leaves, resignations, retirement, benefits, vacations, absences, and supplemental pay;
- Implements Civil Service procedures and requirements and maintains a liaison between the District and the Albany Municipal Civil Service Commission, e.g., RPC, ACC-14, AC-1, M-61, and Certification of Eligible Lists;
- Assures that instructional staff members are properly certified in alignment with the New York State Education Department regulations;
- In consultation with principals and department heads, identifies staff needs and develops staff projections for submission to the Superintendent for budget planning;

- Prepares legal research reports required by the District, Federal, State, and outside agencies, including Basic Education Data System (BEDS) and Equal Employment Opportunity Commission Reports;
- Serves as the District Title IX Officer and provides oversight to all sexual harassment and other serious violations of the Rules of Conduct outlined in the Employee Handbook;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of employment laws, employee relations and communication;
- Thorough knowledge of NYS Education Certification requirements and policies;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to apply knowledge of current research and theory;
- Ability to establish and maintain effective working relationships with students, staff, and school community;
- Ability to speak clearly and concisely both in oral and written communication;
- Ability to perform duties with awareness of all district requirements and Board of Education policies;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree **and** five (5) years experience in Human Resources; **OR**

- Pending New York State Jurisdictional Classification Approval