



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

STAUNTON CITY SCHOOLS/CITY OF STAUNTON

POSITION DESCRIPTION

JOB TITLE: Assistant Director of Human Resources	LOCATION: City Hall
IMMEDIATE SUPERVISOR: Chief Human Resources Officer	GRADE/RANK: Grade 21
	FLSA STATUS: Exempt

SUMMARY:

The Assistant Director of Human Resources performs intermediate and administrative work assisting the Chief Human Resources Officer with the overall administration of the City of Staunton/Staunton City Schools' shared human resources program. The Assistant Director of Human Resources provides leadership to the City of Staunton/Staunton City Schools in the area of workforce diversity. The ADHR also serves in the primary role of benefits administrator responsible for directing and planning the day-to-day operations of group benefit programs (group health, dental, vision, flexible spending plan, and 457 (b)/403(b)/401(a) plan and retirement plan).

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Coordinates the administration of various benefit programs including but not limited to medical/dental, VRS (retirement counseling), STD/LTD, COBRA, Flex Spending, VALIC, YMCA/August Health, etc.;
- Partners with benefit consultants in researching, evaluating, and designing benefit plans and programs;

- Manages open enrollment and develops communication tools to enhance understanding of the schools' benefits package; includes small and large group presentations; oversees health/benefit's fair for city/city schools;
- Designs and distribute materials for benefit orientations, open enrollment and summary plan descriptions;
- Assists with the evaluation and selection of new vendors, including leading and/or participating in RFP processes;
- Assists in responding to employee inquiries about but not limited to: FMLA, FLSA, COBRA, policies/benefits, worker's compensation; provides finance information to make employee payroll decisions under FMLA and worker's compensation;
- Ensures compliance with employment law and State and Federal regulations, including but not limited to the Consolidated Omnibus Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA); oversees work safety policies/procedures specific to OSHA;
- Manages Workers' Compensation benefit including receiving First Report of Injury, all doctors paperwork, notifying payroll for time and attendance; contact for VML;
- Prepares and submits mandated reports such for EEO, VEC and OSHA;
- In concert with the Finance Department, reviews/verifies weekly/monthly health insurance claims;
- Ensures that benefit program practices are in compliance with City Council and School Board policies;
- Advises individuals or groups of employees on complex, problematic or sensitive benefit issues; Counsels employees and retirees about service and/or disability retirement issues.
- Coordinates administration of FMLA and Worker's Compensation for City/Schools;
- With Assistance from the Chief Human Resources Officer, conducts new hire orientation for City and School employees; provides benefits information and enrollment forms to new hires;
- Co-coordinates personnel testing/training police/dispatcher testing at the academy; grades tests and communicates test scores with applicants;
- In concert with Chief Human Resources Officer, sends response letters to applicants, extends offer of employment to applicants;
- Provides customer service support to internal and external customers;
- Assists in the interpretation and administration of city/school division personnel policies and regulations to employees;
- Stays informed of current Human Resource trends and programs for Staunton City Schools and the City of Staunton;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Chief Human Resources Officer in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the philosophies, principles and practices of public human resources administration including benefits administration, wage and salary administration, training, employee relations and fringe benefits program; thorough knowledge of K-12 public schools/local government organization and administration; intermediate software skills including use of HRIS; ability to maintain confidentiality of employee information; ability to express ideas effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan, supervise and review the work of subordinates; ability to establish and maintain effective working relationships with government officials, associates and the general public.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Candidate must be a graduate of an accredited college or university to include a degree in business/business administration, public administration, education, human resources or related area. Leadership experience in benefit's administration and/or Human Resource environment is preferred.

SPECIAL REQUIREMENTS

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education/city government. Demonstrated knowledge in general school management and an extensive understanding of current Benefit's Administration/Human Resource laws and regulations. Must be able to provide own transportation to school/city-related functions and schools/department throughout the division/city. Travel to recruitment fairs, program locations, and schools within the division is required. Frequent operation of office equipment is required. Candidate must possess good moral character.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in settings to include Central/City office and schools/departments throughout division/city. Frequent walking, stooping, standing, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside environmental conditions. Regular contact with city/school employees and applicants is required.

ADA:

The employer will make reasonable accommodations in compliance with the American with

Disabilities Act of 1990.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Director of Human Resources will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Human Resources Officer. Staunton City Schools/City of Staunton reserve the right to update, revise or change this job description and related duties at any time.

EVALUATION

The Chief Human Resources Officer will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

Approved by: Division Superintendent/City Manager/Chief Human
Resources Officer

Date: 2019