

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

TALENT ACQUISITION GENERALIST

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university
2. Minimum of three (3) years in personnel management, preferably in an education or related work setting
3. Demonstrated knowledge of Worker's Compensation laws and requirements
4. Demonstrated knowledge of New Jersey Certification requirements and Provisional Teacher process
5. Demonstrated knowledge of and the qualifications and processes for the New Jersey Family Leave Act and the Family Medical Leave Act
6. Demonstrated knowledge of processing salary adjustments
7. Demonstrated knowledge of managing health care benefits, including COBRA, preferably in a school district
8. Demonstrated proficiency in Microsoft Office
9. Demonstrated knowledge in using Human Resources Information Systems

REPORTS TO:

Executive Director, Office of Talent Acquisition

PERFORMANCE RESPONSIBILITIES:

1. Reviews applications for positions to ensure applicants meet the requisite qualifications
2. Coordinates and manages the interviewing process for all candidates
3. Provides procedural assistance to candidates and employees
4. Coordinates and manages the recruitment, selection and employment process for all staff
5. Conducts and completes all onboarding activities
6. Verifies and audits all employee data in Human Resources Information System
7. Collaborates with the Business Office to ensure alignment with position control and in accordance with Board Agenda
8. Collaborates with the Business Office in the completion of required federal, state and local reports
9. Manages and processes all salary adjustments, longevities, course approvals, tuition reimbursements and contractual entitlements
10. Manages and processes all leave of absence requests
11. Coordinates and manages all health benefits plans including enrollments, dependent changes, waivers and COBRA
12. Coordinates and manages enrollment in state pension plans
13. Verifies prior experiences for employees

- 14. Coordinates and manages all Worker's Compensation for the district
- 15. Coordinates and manages all aspects of the Provisional Teacher Process for the district
- 16. Provides supporting documentation for labor relations/legal proceedings
- 17. Maintains accurate records
- 18. Assists in the preparation of management reports
- 19. Performs other related duties as assigned.

TERM OF EMPLOYMENT: Twelve (12) month position

BARGAINING UNIT: Business and Technical

SALARY: In accordance with the Collective Bargaining Unit

STATUS: Hourly _____ Salaries X _____
Exempt _____ Non-Exempt _____

EVALUATION: Performance of this position will be in accordance with the Board's policies and procedures

BOARD APPROVAL DATE: February 1, 2016