



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Human Resources Secretary

Qualifications:

- High School diploma or equivalent. Associates Degree or higher is preferred.
- Prefer a minimum of three years or more office experience, preferably in a public school
- Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Experience using Powerschool, Schoolspring, AESOP, Teachpoint, Novatime, and/or Munis - as well as Signnow and MyBudgetFile - is preferred. Ability to quickly learn new platforms adopted by Wellesley Public Schools.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required.
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures
- Knowledge of the aspects of Human Resources functions and procedures including database management is highly recommended.
- Ability to become SAFIS certified.

Evaluated by: The Director of Human Resources with input from the Administrative Assistant to Director of Human Resources

Job Goal: Under the direction of the Director of Human Resources, the Human Resources Secretary performs a variety of responsible, confidential, administrative, compliance, and technical aspects of the human resource department.

Work Year: A full time equivalent is a 12 month position -1,820 hours annually

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

- Provides complex and confidential administrative support to the human resources department.
- Conducts salary surveys for bargaining unit negotiations.
- Fills out and files unemployment claims.
- Posts job openings on Schoolspring, recruitment websites, colleges and in newspapers.
- Assists with or conducts orientation program for newly hired staff.
- Assists with calendar management and the arrangement of meetings for the Director of Human Resources.
- Maintains the CORI, SORI and fingerprint database. Submits all CORI applications to the State's Department of Criminal Justice Bureau. Sends correspondence to CORI applicants as necessary.
- Makes job offers for new personnel ensuring that all of the new hire paperwork is completed. Prepares new hire contracts and letters of appointment/hire. Maintains new hire statistics.
- Creates new hire identification badges. Ensures accuracy of active employees in the security system.
- Maintains confidential employee personnel files and records to ensure timely and accurate records including I-9s.
- Provides customer service, both in-person and by telephone; screens and directs telephone calls; answers questions from employees, retirees and the public while demonstrating a high level of professionalism and confidentiality.
- Responds to emails from the "AskHr@Wellesleyps.org" help desk.
- Completes verification of employment forms and drafts verification of employment letters.
- Maintains personnel documents, sends correspondence to faculty.
- Assists in the entry of data into various databases such as MUNIS, Novatime, Teachpoint, Schoolspring and AESOP.
- Troubleshoots and answers questions about AESOP, Schoolspring, MUNIS and Teachpoint.
- Provides general support to the Director of Human Resources including typing correspondences, completing license verification forms, and creating reports from the Human Resources database.
- Opens mail and distributes to appropriate locations.
- Processes all paperwork to the business office of new hires and all changes to personnel status.
- Assists with processing workers compensation incident reports.
- Maintains the student intern database and back up information.
- Occasionally drives to school or other nearby locations to pick up or deliver supplies. Serves as back up to the Administrative Assistant to Director of Human Resources.
- Performs other related duties as assigned.

Essential Functions of the Job:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

School Committee Approval Date: 12/8/2020