

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: ASSOCIATE DIRECTOR OF HUMAN RESOURCES

REPORTS TO: Director of Human Resources

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Perform a wide variety of responsible personnel clerical duties in the areas of recruitment, substitute employees, certified staff, employee leaves, orientation, supervision of HR clerical staff, and worker's compensation; prepare and maintain personnel records, files and related reports; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters.

Supervise the implementation of a workers' compensation program; process workers' compensation claims and monitor employee injuries; coordinate and promote injury remedial assistance; counsel injury disabled employees and appropriate administrative staff.

REPRESENTATIVE DUTIES:

- Perform a wide variety responsible personnel and clerical duties related to recruitment, placement of substitute employees, orientation and worker's compensation.
- Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters such as position vacancies, fringe benefits, and personnel regulations, policies and procedures.
- Distribute, receive, record and maintain files on job applications, transcripts, fingerprints, examinations, credentials and other information; review for completeness and compliance; schedule necessary interviews and appointments.
- Recruit and place advertisements for substitute and certificated personnel; place ads in appropriate media; obtain background information and review for compliance.
- Orient new employees and provide necessary information; assist in the enrollment in fringe benefits programs and in the completion of necessary documentation
- Process worker's compensation claims; assure compliance and completion of required documentation; provide information and explain regulations to District personnel.
- Prepare, type, update, maintain and process a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations; verify and post information as necessary to assure completeness and accuracy.
- Compose and type letters, memoranda, lists and other materials according to established procedures.
- Operate office equipment, such as a typewriter, computer terminal, printer, calculator, answering machine, copier and multi-line telephone.
- Order and maintain office supply inventories.
- Supervise the implementation of a workers' compensation program.

- Process employee claims pertinent to workers' compensation according to established procedures; maintain program files and loss control data.
- Counsel injury disabled employees regarding the claims process.
- Evaluate employee job descriptions for physical demands and recommend to appropriate personnel the return to work status.
- Counsel employees regarding various benefits and coordinate services with benefits counselors.
- Assist in meetings and in-service training with appropriate personnel related to District-wide accident reporting procedures and laws pertaining to workers' compensation claims.
- Coordinate and promote the injured employee rehabilitation program with other personnel and agencies.
- Prepare reports to appropriate personnel regarding workers' compensation claim status of injured employees and monitor employee injuries.
- Communicate with workers' compensation service companies to exchange information, coordinate activities and resolve issues or concerns.
- Maintain current knowledge of statutes, regulations, rules and District policies related to workers' compensation and update related information for appropriate personnel.
- Maintain regular attendance.
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Personnel office methods, practices and procedures.
- District organization, operations, policies and objectives relating to personnel activities.
- Applicable sections of State Education Code and other applicable laws regarding assigned personnel activities.
- Record-keeping techniques.
- Operation of a computer terminal and other office equipment.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Insurance and workers' compensation claim processing.
- Medical terminology related to claims.
- Current statutes, regulations, rules and District policies related to workers' compensation.
- Counseling techniques.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

ABILITY TO:

- Perform responsible personnel clerical duties in the areas of teacher substitutes, recruitment, placement, and workers compensation.
- Maintain personnel records and files and prepare related reports.
- Learn and apply rules, regulations involved in assigned activities.
- Learn and apply applicable sections of State Education Code and other applicable laws.
- Maintain the security of confidential materials.
- Appropriately apply personnel rules and related procedures.
- Determine appropriate action within clearly defined guidelines.
- Maintain records and prepare reports.
- Type at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Supervise the implementation of a workers' compensation program.
- Process workers' compensation claims.
- Read, understand and evaluate employee job descriptions.
- Maintain, prepare and update records and information related to workers' compensation.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and one year responsible clerical experience.