

Superintendent Executive Summary

Recommendation to redirect resources to priority areas

This Executive Summary assesses the current capacity in the Human Resources office vs. the required capacity with the objective of redirecting over capacity resources in the Human Resources office to the priority area of administrative support for Youngsville High School and Sheffield Middle High School.

Current Capacity in the Human Resources Office:

Attached to this Executive Summary is a map (Attachment #3) of the job descriptions of the four employees who work in the Human Resources Office. There is frequent overlap of responsibilities among all four in this office. Based on 31 years of experience and input from the previous HR Director and two of the HR employees, I feel comfortable recommending that the Human Resource Office be downsized (1) by eliminating the position of Director of Human Resources and (2) using the full-time secretary half time in the HR Office and half time in the grants writing office. Further evidence for downsizing the HR office was revealed upon learning that previous interim superintendents had recommended using an HR manager instead of employing a director. In fact, prior to the creation of an HR director position in 2007, the HR office operation was handled by the Information Specialist and Administrative Assistant during the summer recess period, which is the busiest time of the year.

A cost analysis worksheet of the recommended changes is presented below. It demonstrates how eliminating the position of Director of Human Resources in the central office and by reducing attorney's fees can reduce expenditures by approximately \$132,814. That reduction can then be redirected to administrative support at Youngsville High School and Sheffield Area Middle High School as well as achieve other benefits. Attachment #1 provides a justification for adding full-time assistant principals to Youngsville High School and Sheffield Area Middle High School.

NOTE: *This Executive Summary was edited for public review. Parts pertaining to personnel or legal matters were deleted.*

Cost Analysis Worksheet: Redirecting HR Central Office Costs to School District			
Estimated Expenditure Reductions		Estimated Additional Improvement Costs	
Eliminate HR Director Position			\$ -
Salary	\$ 91,054	Transfer 1/2 Assist. Principal to FT @ SAMHS	
Benefits (Actual)	\$ 26,760		
	Subtotal \$ 117,814	Hire a FT Assist. Principal @ YHS	
		Salary	\$ 57,311
		Benefits (30% of Salary)	\$ 17,193
		Subtotal	\$ 74,504
Use a retired administrator to conduct investigations and to negotiate personnel contracts thus reducing annual attorney's fees			
	\$ 15,000		
	Grand Total \$ 132,814	Stipends for investigations & negotiations	\$ 7,000
	Difference \$ 51,310	Total Expend.	\$ 81,504

Advantages of Eliminating HR Director Position & Restructuring Central Office:

Reduces central office administrative and attorney costs by \$132,814 to permit reallocation of funds for the following:

1. Provides a full-time assistant principal in Youngsville High School.
2. Provides a full-time assistant principal in Sheffield Area Middle/High School.
3. Provides funds to be redirected to other areas of the school budget.
4. Removes an administrative layer at the central office level, thus placing the superintendent and other central office directors closer to the personnel issues in the schools.
5. Provides a public relations advantage by demonstrating to the taxpayers that the Board and administration are reducing central office staffing and redirecting the savings to the schools where the business of teaching is the priority.
6. Provides funds to retain a retired superintendent or director of personnel who will conduct negotiations and investigations when necessary.
7. The restructured organization chart provides for consolidating communication and direction from seven central office directors to three. As a result, miscommunication and mixed messages will be reduced. Translated, principals will now receive direction from three voices instead of seven.

NOTE: The attorney cost savings are estimated using conservative figures. In three years, the negotiation costs totaled over \$75,000.

Interview with Current Human Resource Office Administrative Assistant, Information Specialist, Director of Human Resources, and Past Director of Human Resources:

Two lengthy interviews with the current Human Resource Office Administrative Assistant and Information Specialist and the retired past Director of Human Resources validated the hypothesis that the Human Resource Office could function adequately by eliminating the position of HR Director. Both the Administrative Assistant and Information Specialist felt comfortable with having the capacity to perform all of the responsibilities delegated to the office of Human Resources. In fact, both of these support staff had performed these responsibilities several years ago. They felt with the assistance of a half-time secretary or information specialist, the responsibilities covered presently could still be discharged in the future with 2 ½ staff members in the Human Resource office.

Coverage of Responsibilities Not Handled by the Administrative Assistant of Information Specialist:

Two responsibilities remain in question should the position of Human Resource Director be eliminated. These include: (1) Employee Investigations, terminations, suspensions, and disciplinary action; and (2) Negotiations. Both of these responsibilities can be covered by retaining a retired administrator to conduct investigations and to conduct negotiations, and/or to delegate these responsibilities to an

applicable central office director or the superintendent. The attorney's advice would be solicited when necessary.

In most of the school districts where I served as superintendent, either the superintendent or a designee conducted negotiations with labor groups. The attorney was used only in final closing matters. The Warren County School District, in my opinion, expends far too much funding on attorney's fees for negotiation purposes. The fees for the Knox McLaughlin law firm are shown below. For 31 years it was my experience that when negotiations had been completed, the spokesperson for the union would in cooperation with a representative from management meet to revise the language in the contract to reconcile with the new agreement. This process would take no longer than several hours. Waiting six months for a revised contract to be rewritten by the attorneys for the Board and union is not necessary and not acceptable.

KNOX MCLAUGHLIN COSTS

CHECK DATE	CHECK NUMBER	TOTAL INVOICE	TOTAL NEGOTIATIONS	SUPPORT ESPA NEGOTIATIONS	TEACHERS PSEA NEGOTIATIONS	ACT 93
<u>2007-2008</u>						
10/9/2007	511073	7,906.70	-			
11/13/2007	511526	5,109.93	-			
1/15/2008	512331	8,085.88	-			
4/15/2008	513641	12,157.49	4,215.60		3,495.60	720.00
5/13/2008	514081	5,145.00	3,675.00		3,000.00	675.00
		38,405.00	7,890.60	-	6,495.60	1,395.00
<u>2008-2009</u>						
8/12/2008	515353	1,405.26	-	-	-	-
9/9/2008	51580	16,299.11	9,303.90		7,623.30	1,680.60
10/14/2008	516167	5,092.29	1,537.29		1,537.29	
11/11/2008	516631	5,477.10	3,995.60		3,800.60	195.00
12/5/2008	517027	5,047.00	3,319.50		2,477.90	841.60
1/13/2009	517426	5,742.54	2,490.30		2,490.30	
3/10/2009	518253	10,499.06	2,056.56		1,300.20	756.36
4/14/2009	518712	10,037.20	3,276.00	1,632.00	1,644.00	
5/12/2009	519160	8,029.00	4,365.00	3,123.00	1,242.00	
6/9/2009	519573	9,418.55	4,338.00	2,690.00	1,648.00	
6/10/2009	514512	4,539.27	2,371.20		2,341.20	30.00
6/24/2009	520068	11,234.00	2,552.00	2,486.00	66.00	
		92,820.38	39,605.35	9,931.00	26,170.79	3,503.56
<u>2009-2010</u>						
8/11/2009	520355	16,024.05	3,811.00	976.00	2,835.00	
9/15/2009	600161	13,701.33	6,096.30	2,500.00	3,596.30	
10/13/2009	600596	6,637.70	3,170.00	1,778.00	1,392.00	
11/10/2009	601028	10,602.90	5,590.00	2,818.00	2,772.00	
12/8/2009	601654	17,403.20	2,434.00	2,434.00		
12/17/2009	601709	9,728.50	5,404.55	5,404.55		
2/5/2010	602404	6,119.80	1,120.00	1,120.00		
		80,217.48	27,625.85	17,030.55	10,595.30	-
NEGOTIATIONS TOTAL			75,121.80	26,961.55	43,261.69	4,898.56

Index of Supporting Attachments

ATTACHMENT #1	Justification for adding full-time assistant principals to YHS & SAMHS
ATTACHMENT #3	Map of Human Resource Office Responsibilities Lists the current job tasks for each of the existing four positions in the Human Resource office (Director of Human Resources, Information Specialists, Administrative Assistant, Secretary to the Director)
ATTACHMENT #4	Job Description for Proposed Human Resource Supervisor
ATTACHMENT #5	Job Description for Proposed Human Resource Information Specialist
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ATTACHMENT #7	Proposed Organization Chart

ATTACHMENT #1
Justification for Adding Full-time
Assistant Principals to YHS & SAMHS

Memorandum

To: Dr. Robert Terrill, Superintendent
From: Amanda Hetrick, Director of Secondary Education
Date: 4/23/2010
Re: Assistant Principal at YHS and SAMHS

In response to your request that I consider the need for a full time assistant principal at YHS and SAMHS, I have gathered the information that follows. At this time, we base the assignment of our administrators strictly on numbers of students and while this is a quantifiable method to determine need, I believe there are some unique situations at both YHS and SAMHS which would suggest that we should take into account more than simple numbers.

Program Demands

SAMHS has both a middle school and a high school within the same building. Each school possesses its own unique challenges and expectations. In order for both levels to function at peak effectiveness, it would be best to have one administrator managing each portion of the building as currently occurs at EMHS and YEMS.

Both YHS and SAMHS have complex schedules because there are fewer students. The time involved in creating and managing the schedules is significant.

Staff development at the building level tends to suffer when the same administrators is responsible for all of the daily task management and the instructional leadership.

The population at YHS is nearly 30% special education students with a total of 10% of the students being identified as Emotionally Disturbed. The time commitment to manage discipline, support teachers in the classroom and attend IEPs as expected is significantly greater than would usually be expected for a school with a similar size.

Both YHS and SAMHS qualified as Title I high schools this year. This indicates an increasing population of economically disadvantaged students which brings with it all of the problems associated with poverty requiring greater interaction with county agencies who provide services to families and students.

YHS is currently in warning with regard to their AYP status and SAMHS is struggling to maintain their status. Strong instructional leadership, regular observation and good administrative support are keys to helping teachers work with the students to overcome challenges to learning. This does not occur consistently and effectively enough in the current situation since the principals are often more involved in management tasks than true instructional leadership.

State and District Compliance

Despite the smaller size of YHS and SAMHS, the same mandates are required. This includes state testing, tutoring, state forms and district forms. The size of the school does not reduce the number of requirements that need to be addressed. Since the support staff is smaller and the principal cannot delegate as many of these responsibilities, often principals of smaller schools spend less time with students and teachers in order to comply with their paperwork responsibilities.

School Climate and Safety

Consistency is a concern within both buildings. The assistant typically is in the building every other day and often, the assistant is unable to follow through with student, parent or staff concerns because of not being there the next day to address the problem. Waiting another day to solve the problem is not effective and many times is not possible. When that is the case, the principal must then sort out the situation from the beginning, which requires an investment of more administrative time.

Two administrators in YHS and SAMHS would allow the administration of both buildings to be much more proactive in problem solving rather than simply reacting as things are placed in front of them.

More times than we would like, there is no administrator at YHS or at SAMHS. While the Central Office tries to be sensitive to scheduling for the regular principals' meetings, neither Central Office nor the building administration has much control over scheduling by CYS, the district magistrates, the County Court and other meetings that principals must attend.

YHS has one half day and SAMHS has two half days where there is no nurse or medical assistant in the building. On those days, the principals are responsible for medical issues which can take them away from all other duties if there is a true emergency.

Challenges for the Assistant Principal

Activities continue in both buildings even when the assistant is in the other building. The principals try to schedule when the assistant is available, however, this is not always feasible. As things currently stand, the assistant principal is unable to meet with the Student Assistance Team regularly, cannot attend School Improvement Team meetings in either building, and misses some department meetings in both buildings.

Student activities are doubled for the assistant principal. For instance, this year the assistant principal reports that she missed homecoming in Sheffield, the Valentine's Day dance at Youngsville, various assemblies and class meetings and will miss graduation in Sheffield. The assistant principal is frequently in the position of having to choose to accommodate one school to the detriment of the other.

When arriving in a building, the assistant principal must always seek out a summary of the activities from the day before. This can make it very difficult for the principals to delegate appropriate responsibilities to the assistant. Administrative activities that were begun in one building the day before must often be completed via email from the other building on the next day.

ATTACHMENT #3
Map of Human Resource Office Responsibilities

ATTACHMENT #4
Job Description of Proposed Human Resource Supervisor

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Human Resource Supervisor

Supervisor: Executive Director of Support Services

Evaluator: Executive Director of Support Services

Department: Office of Human Resources

Description

The Human Resource Manager in the Office of Human Resources will assist the Executive Director with administrative duties. This position requires a high level of confidentiality.

Qualifications

- Two (2) years of business school with accounting, business, writing, human resource and law courses required
- Ten (10) years experience as an executive assistant or five (5) years of human resource office management
- Ability to oversee and guide office staff
- Strong communication and organizational skills
- Ability to work as a confidential team member
- Ability to work flexible hours
- Excellent command of written and spoken grammar
- Budget and staffing experience

Duties and Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following:

- Receiving and giving information to callers regarding employment
- Conduct office visits with people interested in employment
- Communicate information to employees
- Deal with employees regarding their positions, personal problems and questions regarding job transfers, contract interpretation, retirement, certification, leave of absences, and tuition reimbursement
- Develop correspondence and reports as well as provide interpretation of contract wording for contract negotiations
- Assist in contract negotiations
- Post available job openings throughout the district and on the district website
- Maintain files of all job postings and applicants

- Keep historical record/database on all professional and support employee movement and position addition/elimination
- Advertise open positions through colleges, universities, newspapers, employment guides, PAeducator.net and TIPS
- Recruitment for the hiring of personnel
- Attend job fairs (both local and at universities) and promote the district to potential employees and the community
- Handle communication to departments regarding employment and correspondence to employees
- Maintain seniority records of certificated and support staff
- Refer employees to PSERS concerning their retirement questions
- Keep a database of retirees from year to year
- Keep up-to-date on new laws/regulations and participate in research for employee investigations
- Maintain professional assignments and information in Pentamation pertaining to PIMS reporting
- Develop Cognos reports pertaining to staff when requested
- Attend agenda setting meetings for Personnel/Athletics and Co-Curricular Activities Committee
- Compile monthly Board reports regarding the certificated and support personnel staff and notify employees involved of the Board action taken
- Compile agenda for all Personnel/Athletics and Co-Curricular Activities Committee meetings and place all motions and attachments on Electronic School Board for viewing and action
- Attend and record all committee meetings of the Personnel/Athletics and Co-Curricular Activities Committee
- Compile meeting minutes for the Personnel/Athletics and Co-Curricular Activities Committee
- Process paperwork for salary adjustments concerning the earning of a Masters Degree
- Process all leaves (maternity, sabbatical, medical, FMLA) for Board approval
- Provide employees with information concerning the Employee Assistance Program
- Work closely with the Payroll Department concerning employee absences, salaries and employment status
- Maintain and distribute mentor books, send correspondence, and perform other duties concerning the Induction Program
- Verify previous employment of new employees in order to properly place on salary schedule
- Maintain Personnel Policy 7000
- Deal with human resource issues such as workman's compensation, sexual harassment allegations, FMLA, ADA...
- Process letters of reasonable assurance to permanent support personnel working the school calendar and process assignments letters for the permanent instructional staff before the end of each school year per labor contracts
- Stay informed of all legal human resource concerns
- Work with universities to schedule courses to be offered in our area to district staff
- Submit information to the Interstate Tax Service pertaining to unemployment compensation claims
- Attend unemployment compensation hearings when required
- Process applications online to the Pennsylvania Department of Education for Type 06 Emergency Permits for non-certificated professional substitutes
- Complete applications for professional employees who are applying for Instructional II certification through the Pennsylvania Department of Education
- Send course descriptions to the Pennsylvania Department of Education for verification of certification requirements to teach a course
- Work closely with employees and Pennsylvania Department of Education concerning the Bridge Program and HOUSSSE.
- Work closely with instructional staff to ensure Highly Qualified status in accordance with NCLB
- Assist professional staff with Act 48 and PILS compliance
- Conflict resolution
- Assist the appropriate personnel and provide the necessary information during a certification audit
- Work with Technology Department to submit PIMS staffing reports to the Pennsylvania Department of Education
- Maintain a list of non-tenured employees and prepare and send permanent teaching contract for signature when tenure is achieved

- Attend all Personnel Meetings at the Northwest Tri-County Intermediate Unit #5
- Attend human resource conferences/seminars when offered through legal counsel, PASBO and/or PASPA
- Work closely with ARAMARK concerning cafeteria and custodial issues
- Work closely with labor unions concerning administration of the Sick Day Bank
- Assist appropriate directors in the event of a grievance and maintain grievance files in the Office of Human Resources
- Backup as Board Secretary as needed

Functions

The essential functions of this position include, but are not limited to, the following:

- Involvement in corrective actions and grievances
- Upkeep of assignments in Pentamotion of certificated and support staff
- Maintain all job descriptions
- Ensure all teaching assignments coincide with teaching certificates and attend all yearly staffing meetings as part of the staffing team
- Complete yearly and bi-yearly state reports such PIMS, PDE-5019 (Public Support Personnel), and EEOC-EEO
- Schedule student teachers and interns from various universities through contact with the universities and the building principals
- Stay informed in all aspects of negotiated contracts and employment group agreements concerning all employees of the Warren County School District
- Act as Office Manager under the direction of the Executive Director of Support Services
- Be knowledgeable of Pennsylvania Public School Code

Safety Precautions Associated With This Position

- Stress management
- Lifting and carrying of up to 15 lbs.
- Sitting for long periods of time in front of a video display - eye strain, musculoskeletal strain, and headaches

ATTACHMENT #5
Job Description of Proposed Human Resource Information Specialist

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Human Resource Administrative Assistant

(Administrative Support Personnel)

Supervisor: Superintendent or Designated Director(s)

Evaluator: Superintendent or Designated Director(s)

Department: Office of Human Resources

Description

The Human Resource Specialist will work in conjunction with the Human Resource Supervisor coordinating the functions and the operation of the Human Resource Office. This position requires a high level of confidentiality.

Qualifications

- Associates Degree with Business, Legal, Accounting courses preferred
- Minimum of five (5) years of Human Resource background in Pennsylvania Public School District required with knowledge of Pennsylvania Department of Education regulations and PA School Code; accounting experience preferred
- Strong communication, organizational, and interpersonal skills
- Ability to work both as a team member and independently to make decisions required to coordinate the functions of the Human Resource Office
- Ability to work flexible hours
- Excellent command of written and spoken grammar

Duties and Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following:

- Responsible for accurate disbursement of tuition reimbursement for Act 93 members, WCEA members and Administrative Support employees in accordance with the terms in the appropriate contract or agreement, maintaining reimbursement records on courses taken, grades, and university accreditation in employee files, certification spreadsheets on Level II certification progress and yearly tuition costs
- Act as a resource for professional employees pertaining to Pennsylvania certification including PDE initiated programs by providing information, developing procedures to track progress and report to the Pennsylvania Department of Education on the status of programs within WCSD
- Co-supervise Human Resource Secretary with Human Resource Administrative Assistant (or new Title)
- Maintain commission as Notary Public and perform the duties of that appointment as required for Warren County School District

- Responsible for coordinating professional staff interviews following district policy in collaboration with interview teams including reviewing and accessing applications for proper certification, reviewing clearances, contacting applicants, scheduling interviews, providing interview paperwork packets to the interview teams, collecting writing samples, scheduling lesson plans, scheduling second interviews, and providing information to candidates regarding the interview process and employment with the district
- Work with administration to implement updates to the interview process
- Remain current on new laws and regulations including PDE regulations, FMLA, School Code, HIPPA and FERPA through continued training
- Maintain membership and participate in workshops for professional associations and education organizations including Pennsylvania Association of School Business Officials (PASBO), Pennsylvania Association of School Personnel Administrators (PASBA), Northwest Tri-County Intermediate Unit #5, Pennsylvania Department of Education and the National Notary Association
- Participate in employee recruitment
- Research information, compile data, review documents and perform other tasks as needed relevant to employee investigations
- Respond to inquiries from administrators and employees regarding interpretation of the WCEA Contract, WCESPA Contract, Act 93 Agreements and the Summary of Working Conditions for Administrative Support as well as act as an informational resource on the conditions, rights and benefits afforded in them
- Make changes/updates to documents pertaining to bargaining unit negotiations as needed by administration, district labor counsel and union representative
- Research information, compile data, create or revise documents and perform other tasks as needed relevant to grievance procedures
- Manipulate and run reports pertaining to Human Resource data utilizing Cognos Report Writing to extract information from Pentamotion
- Research information, compile data, and create reports as required for employee information related to Human Resources in the areas of salary, certification, job titles, seniority and assignments
- Provide employees with information concerning the Employee Assistance Program and review quarterly invoices
- Communication with the Payroll, Accounting and Benefits Offices on personnel matters on matters such as tuition reimbursement, leaves of absence, employee benefits, workers comp, FMLA, salaries, resignations, retirements and unemployment claims
- Maintain spreadsheet of status of unique need tuition reimbursement requests
- Review and maintain list of projected areas of unique need within the district
- Assist professional staff in processing PDE forms for certification, employment verification, and emergency permits
- Generate correspondence to professional staff on the progress of their Level I certificate to keep them informed of approaching deadlines
- Participate in Level I to Level II certification workshops to provide information and answer questions from professional employees on the Level I to Level II process for permanent certification
- Verify remaining sick days through the payroll office for professional staff who are resigning and requesting to transfer their sick days to another district
- Maintain employee personnel files

Duties, Responsibilities, and Functions (cont.)

- Update district website with revised personnel forms, Human Resource Office staff information, WCEA and WCESPA Contracts, Act 93 Agreements and Administrative Support Summary of Benefits and Working Conditions
- Act as back-up for job postings, board reports and committee meetings
- Meet with new employees to assist them in the new employment process and provide information on employment with Warren County School District
- Utilize Cogent Fingerprinting Services website to retrieve fingerprint clearance results for new employees as well as for contracted services employees
- Communicate with Kelly Services on substitute employee issues
- Verify employment

Safety Precautions Associated With This Position

- Stress management
- Lifting and carrying of up to 15 lbs.
- Sitting for long periods of time in front of a video display - eye strain, musculoskeletal strain, and headaches

ATTACHMENT #6
Job Description of Proposed ½ Time Human Resource Information Specialist

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Human Resource Information Specialist
(Administrative Support Personnel)

Supervisor: Superintendent or Designated Director(s)

Evaluator: Superintendent or Designated Director(s)

Department: Office of Human Resources

Description

The Human Resource Specialist will work in conjunction with the Human Resource Administrative Assistant (or new title) coordinating the functions and the operation of the Human Resource Office. This position requires a high level of confidentiality.

Qualifications

- Associates Degree with Business, Legal, Accounting courses preferred
- Minimum of five (5) years of Human Resource background in Pennsylvania Public School District required with knowledge of Pennsylvania Department of Education regulations and PA School Code; accounting experience preferred
- Strong communication, organizational, and interpersonal skills
- Ability to work both as a team member and independently to make decisions required to coordinate the functions of the Human Resource Office
- Ability to work flexible hours
- Excellent command of written and spoken grammar

Duties and Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following:

- Responsible for accurate disbursement of tuition reimbursement for Act 93 members, WCEA members and Administrative Support employees in accordance with the terms in the appropriate contract or agreement, maintaining reimbursement records on courses taken, grades, and university accreditation in employee files, certification spreadsheets on Level II certification progress and yearly tuition costs
- Act as a resource for professional employees pertaining to Pennsylvania certification including PDE initiated programs by providing information, developing procedures to track progress and report to the Pennsylvania Department of Education on the status of programs within WCSD
- Co-supervise Human Resource Secretary with Human Resource Administrative Assistant (or new Title)
- Maintain commission as Notary Public and perform the duties of that appointment as required for Warren County School District

Duties, Responsibilities, and Functions (cont.)

- Responsible for coordinating professional staff interviews following district policy in collaboration with interview teams including reviewing and accessing applications for proper certification, reviewing clearances, contacting applicants, scheduling interviews, providing interview paperwork packets to the interview teams, collecting writing samples, scheduling lesson plans, scheduling second interviews, and providing information to candidates regarding the interview process and employment with the district
- Work with administration to implement updates to the interview process
- Remain current on new laws and regulations including PDE regulations, FMLA, School Code, HIPPA and FERPA through continued training
- Maintain membership and participate in workshops for professional associations and education organizations including Pennsylvania Association of School Business Officials (PASBO), Pennsylvania Association of School Personnel Administrators (PASBA), Northwest Tri-County Intermediate Unit #5, Pennsylvania Department of Education and the National Notary Association
- Participate in employee recruitment
- Research information, compile data, review documents and perform other tasks as needed relevant to employee investigations
- Respond to inquiries from administrators and employees regarding interpretation of the WCEA Contract, WCESPA Contract, Act 93 Agreements and the Summary of Working Conditions for Administrative Support as well as act as an informational resource on the conditions, rights and benefits afforded in them
- Make changes/updates to documents pertaining to bargaining unit negotiations as needed by administration, district labor counsel and union representative
- Research information, compile data, create or revise documents and perform other tasks as needed relevant to grievance procedures
- Manipulate and run reports pertaining to Human Resource data utilizing Cognos Report Writing to extract information from Pentamotion
- Research information, compile data, and create reports as required for employee information related to Human Resources in the areas of salary, certification, job titles, seniority and assignments
- Provide employees with information concerning the Employee Assistance Program and review quarterly invoices
- Communication with the Payroll, Accounting and Benefits Offices on personnel matters on matters such as tuition reimbursement, leaves of absence, employee benefits, workers comp, FMLA, salaries, resignations, retirements and unemployment claims
- Maintain spreadsheet of status of unique need tuition reimbursement requests
- Review and maintain list of projected areas of unique need within the district
- Assist professional staff in processing PDE forms for certification, employment verification, and emergency permits
- Generate correspondence to professional staff on the progress of their Level I certificate to keep them informed of approaching deadlines
- Participate in Level I to Level II certification workshops to provide information and answer questions from professional employees on the Level I to Level II process for permanent certification
- Verify remaining sick days through the payroll office for professional staff who are resigning and requesting to transfer their sick days to another district
- Maintain employee personnel files

Duties, Responsibilities, and Functions (cont.)

- Update district website with revised personnel forms, Human Resource Office staff information, WCEA and WCESPA Contracts, Act 93 Agreements and Administrative Support Summary of Benefits and Working Conditions
- Act as back-up for job postings, board reports and committee meetings
- Meet with new employees to assist them in the new employment process and provide information on employment with Warren County School District

- Utilize Cogent Fingerprinting Services website to retrieve fingerprint clearance results for new employees as well as for contracted services employees
- Communicate with Kelly Services on substitute employee issues
- Verify employment

Safety Precautions Associated With This Position

- Stress management
- Lifting and carrying of up to 15 lbs.
- Sitting for long periods of time in front of a video display - eye strain, musculoskeletal strain, and headaches

ATTACHMENT #7
Proposed Organization Chart

ATTACHMENT #8

Recommended Motions for Redirecting Resources to the School Buildings

Recommended Motion: That the Board of School Directors approves the elimination of the position of Director of Human Resources as of June 30, 2010.

Recommended Motion: That the Board of School Directors approves the attached revised title of the Human Resources Administrative Assistant to Human Resources Supervisor with the accompanying job description revisions as of July 1, 2010 with salary to be determined during the Administrative Support Meet and Discuss process.

Recommended Motion: That the Board of School Directors approves the attached revised title of the Human Resources Information Specialist to Human Resources Administrative Assistant with the accompanying job description revisions as of July 1, 2010 with salary to be determined during the Administrative Support Meet and Discuss process.

Recommended Motion: That the Board of School Directors approves the elimination of the position of the Secretary to Director of Human Resources as of June 30, 2010.

Recommended Motion: That the Board of School Directors approves the creation of an Information Specialist position to be assigned to the Human Resources office and the Grants office as of July 1, 2010 with salary to be determined during the Administrative Support Meet and Discuss process.

Recommended Motion: That the Board of School Directors approves the administration's recommended change from ½ time assistant principal to full-time assistant principal at Youngsville High School and Sheffield Middle/High School as of July 1, 2010.