

Personnel Committee Agenda for 2/19/20, 5 - 6 pm in HS Rm 102

1. Call to Order & Approval of Agenda

2. *Approval of Draft Minutes, 1/15/19 meeting: Called to order at 5:00 pm. Board members Jamie Fitzpatrick and Pam Brown, and Business Administrator Matt Angell and Human Resources Coordinator Diana Rooney attended. Minutes of 10/09/19 meeting were approved without change. Angell reported Travel Reimbursement Policy draft will be completed soon. Preliminary revisions to three SAU administrative job descriptions, Accounting Specialist, Administrative Assistant and Financial Accountant were distributed and discussed in detail. Fitzpatrick thanked Angell and Rooney for completing the initial drafts. Suggestions made during the meeting will be incorporated into drafts for further discussion at next meeting. Brown asked if the Board needed to formally approve the updated job descriptions. Rooney said she would check on best practices and report at next meeting. No public comments. Adjourned 5:58 pm.*

3. Old Business

A. Travel Reimbursement Policy

B. Revised job descriptions for Accounting Specialist, and Administrative Assistant – SAU office

4. New Business

A. Additional first-draft job descriptions for **DIRECTOR OF HUMAN RESOURCES, STUDENT SERVICES ADMINISTRATIVE ASSISTANT, STUDENT SERVICES DATA COORDINATOR**

5. Public comment

6. Adjourn

Next meeting: March 11, 2020 at 5 pm, Rm 102 HS.

JOB TITLE: ACCOUNTING SPECIALIST

JOB GOAL:

Ensure the smooth and efficient operation of accounts payable and payroll.

QUALIFICATIONS:

- High School Diploma
- Accounting/Bookkeeping experience
- Competent in accounting, payroll, bookkeeping, and related fields
- Competent with automated (computerized) finance, payroll, bookkeeping, and personnel systems.
- Knowledge of and ability to use Microsoft Office software.

REPORTS TO:

- Business Administrator

PERFORMANCE RESPONSIBILITIES:

- Perform data entry and reconciliation of budget adjustments, purchase orders, accounts payable, and payroll.
- Prepare monthly, quarterly, and year-end reports as required.
- Prepare monthly invoices.
- Manage office equipment maintenance requests, supplies, and billing, etc.
- Ensure confidentiality of information processed by the office.
- Manage the payroll process to include data entry of timecards.
- Monitor accounts payable process
- Any other duties assigned.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

TERMS OF EMPLOYMENT:

Twelve-month year

EVALUATION:

Evaluation by the Business Administrator in accordance with district policies.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Frequently required
2. Lift 11 to 25 lbs.:	Frequently required
3. Lift 25 to 50 lbs.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs.:	Frequently required
6. Carry 11 to 25 lbs.:	Frequently required
7. Carry 26 to 50 lbs.:	Rarely Required
8. Carry over 50 lbs.:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering	Continuously required
5. Controls and Equipment:	Continuously required - Computer, telephone, Copy and FAX machines, postage meter, calculator

Other Physical Consideration:

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Frequently required
5. Kneeling:	Frequently required
6. Crouching:	Frequently required
7. Climbing:	Not required
8. Balancing:	Not required

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 <u>5</u> 6 7 8	1 2 3 4 <u>5</u> 6 7 8
*Stand	1 <u>2</u> 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
*Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

*Accommodations will be made as necessary.

Cognitive and Sensory Requirement(s):

1. Talking: Necessary for communicating with others.
2. Hearing: Necessary for receiving instructions and queries.

- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Other Training, Skills and Experience Requirements:

Ability to work collaboratively with staff, parents, community members, and state and local organizations.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

- Original: July, 1976 (District Bookkeeper)
- Revised: March, 1981 (District Bookkeeper)
- Revised: July, 1984 (District Bookkeeper)
- Revised: March, 1999 (District Bookkeeper)
- Revised: July, 2016 (District Bookkeeper)
- Revised: January, 2020

ADMINISTRATIVE ASSISTANT – SAU OFFICE

JOB GOAL:

To provide administrative assistant support to the Business Administrator; Director of Academics, Professional Learning and Student Affairs; and the Human Resource Director

QUALIFICATIONS:

High School Diploma
Knowledge of Microsoft Office Suite
Experience in an office-setting preferred

REPORTS TO:

Business Administrator
Director of Academics, Professional Learning and Student Affairs
Human Resource Director

PERFORMANCE RESPONSIBILITIES:

- Maintain the National School Lunch Program to include processing Free and Reduced lunch applications and reporting.
- Prepare the agenda and minutes for the Finance and Facilities Committees.
- Organize conference/workshop registrations, book travel, and organize and submit receipts for travel and reimbursements.
- Process and Maintain tuition invoices.
- Manage outside vendor contract tracking.
- Provide assistance on personnel contracts.
- Organize and submit PACE data.
- Research, define, identify, and recommend available Grants for the district.
- Assist in coordination of in-district professional development needs along with the Director of Academics, Professional Learning and Student Affairs.
- Set-up and ensure all necessary items are in place for presenters and participants.
- Perform all general administrative functions for the district.
- Any other duties assigned.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

TERMS OF EMPLOYMENT:

Twelve-month year

EVALUATION:

Evaluation by the Business Administrator and the Director of Academics, Professional Learning and Student Affairs in accordance with district policies.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Frequently required |
| 3. Lift 25 to 50 lbs.: | Rarely required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs.: | Frequently required |
| 6. Carry 11 to 25 lbs.: | Frequently required |
| 7. Carry 26 to 50 lbs.: | Rarely Required |
| 8. Carry over 50 lbs.: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Frequently required |
| 11. Reach below shoulder height: | Frequently required |
| 12. Push/Pull: | Frequently required |

Hand Manipulation:

- | | |
|--------------|-----------------------|
| 1. Grasping: | Frequently required |
| 2. Handling: | Frequently required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Continuously required |
- Continuously required - Computer, telephone, Copy and FAX machines, postage meter, calculator

Other Physical Consideration:

- | | |
|---------------|---------------------|
| 1. Twisting: | Frequently required |
| 2. Bending: | Frequently required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Frequently required |
| 5. Kneeling: | Frequently required |
| 6. Crouching: | Frequently required |
| 7. Climbing: | Not required |
| 8. Balancing: | Not required |

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required be able to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 <u>5</u> 6 7 8	1 2 3 4 <u>5</u> 6 7 8
*Stand	1 <u>2</u> 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
*Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

*Accommodations will be made as necessary.

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Necessary for doing job effectively and correctly |

Other Training, Skills and Experience Requirements:

Ability to work with staff, parents, community members, and state and local organizations.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Original: January, 2020

JOB TITLE: DIRECTOR OF HUMAN RESOURCES

JOB GOAL:

To maintain an efficient human resource operation in accordance with all state, federal, and district requirements and to provide the maximum support to the education mission of the district.

QUALIFICATIONS:

- Human Resource Certification preferred with knowledge of the Affordable Care Act.
- Human Resource experience within a school district central office preferred.
- Knowledge of FMLA laws preferred.

REPORTS TO:

- Superintendent

PERFORMANCE RESPONSIBILITIES:

- Onboarding and termination of employees to include job postings, preparation of contracts, nominations to the school board, benefits enrollment, payroll data base, orientation, and professional development data base.
- Create and disburse all contracts.
- Keep current all employee files.
- Coordinate the employment of substitute teachers, to include payroll data base, attendance data base, and coordinate training.
- Manage, update, and maintain professional staff development in software system.
- Manage professional staff certifications and assist in the recertification process with the Department of Education.
- Maintain Department of Education site with all certified staff.
- Department of Education annual reporting.
- Maintain job descriptions.
- Coordinate and maintain all Family Medical Leave Act paperwork and monitor all employees who are on FMLA.
- Report and maintain Workers' Compensation reports and acts as liaison to the District's workers' compensation carrier.
- Conduct investigations and prepare investigation reports as needed.
- Meet with Personnel Committee monthly/bi-monthly.
- Advise/counsel superintendent, administrators, and staff when issues arise.
- Ensure confidentiality of information processed by the office
- Supervise and assign duties to SAU Administrative Assistant to Human Resources

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

TERMS OF EMPLOYMENT:

Twelve-month year

EVALUATION:

Evaluation by the Superintendent in accordance with district policies.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Frequently required |
| 3. Lift 25 to 50 lbs.: | Rarely required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs.: | Frequently required |
| 6. Carry 11 to 25 lbs.: | Frequently required |
| 7. Carry 26 to 50 lbs.: | Rarely Required |
| 8. Carry over 50 lbs.: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Frequently required |
| 11. Reach below shoulder height: | Frequently required |
| 12. Push/Pull: | Frequently required |

Hand Manipulation:

- | | |
|--------------|-----------------------|
| 1. Grasping: | Frequently required |
| 2. Handling: | Frequently required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Continuously required |
- Continuously required - Computer, telephone, Copy and FAX machines, postage meter, calculator

Other Physical Consideration:

- | | |
|---------------|---------------------|
| 1. Twisting: | Frequently required |
| 2. Bending: | Frequently required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Frequently required |
| 5. Kneeling: | Frequently required |
| 6. Crouching: | Frequently required |
| 7. Climbing: | Not required |
| 8. Balancing: | Not required |

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

Consecutive Hours

Total Hours

Sit	1 2 3 4 <u>5</u> 6 7 8	1 2 3 4 <u>5</u> 6 7 8
*Stand	1 <u>2</u> 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
*Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

*Accommodations will be made as necessary.

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Other Training, Skills and Experience Requirements:

Ability to work with staff, parents, community members, and state and local organizations.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Original: July 1, 2016 (Human Resource Coordinator)

Revised: February, 2020

JOB TITLE: STUDENT SERVICES ADMINISTRATIVE ASSISTANT

JOB GOAL:

- To assure the smooth and efficient operation of the office so the maximum positive impact on the education of children can be realized.

QUALIFICATIONS:

- High school diploma and advanced training in office procedures and skills preferred.
- Experience as an administrative assistant with experience in a central office setting preferred.
- Knowledge of Microsoft Office software and various special education software preferred.

REPORTS TO:

- Director of Student Services

PERFORMANCE RESPONSIBILITIES:

- Manage for all phone calls related to the central office special education department.
- Oversee distribution of incoming mail and packages.
- Schedule meetings and appointments for the Director of Student Services with case managers, building coordinators, and parents.
- Maintain special education files as required under RSA 186-C/state standards.
- Prepare all federal grant applications as requested and maintain records of all expenditures.
- Prepare and maintain Student Services budget as requested and prepare budget adjustments.
- Prepare all purchase orders in the accounting software system related to Student Services purchases, add new vendors, and process related paperwork.
- Enter student Individualized Education Plans in the New Hampshire Special Education Information System.
- Serve as a resource to parents/professional regarding the district's special services program.
- Maintain timetables for office projects to ensure their timely completion.
- Set up all Student Services special busses and serve as a liaison to families and troubleshoot any problems in this area.
- Maintain homeless student information, bus arrangements, and contact with other school districts as needed.
- Maintain and complete all year-end reporting for out of district student attendance, etc.
- Submit data entry for students who require special testing throughout the year for out of district and in-district. Submit Beginning of Year and End of Year attendance reporting annually.
- Maintain files for court-related students
- Ensure confidentiality of information processed by the office.

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TERMS OF EMPLOYMENT

Twelve –month year

EVALUATION:

Evaluation by the Director of Students services in accordance with district policies.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Frequently required
2. Lift 11 to 25 lbs.:	Frequently required
3. Lift 25 to 50 lbs.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs.:	Frequently required
6. Carry 11 to 25 lbs.:	Frequently required
7. Carry 26 to 50 lbs.:	Rarely Required
8. Carry over 50 lbs.:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering	Continuously required
5. Controls and Equipment:	Continuously required - Computer, telephone, Copy and FAX machines, postage meter, calculator

Other Physical Consideration:

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Frequently required
5. Kneeling:	Frequently required
6. Crouching:	Frequently required
7. Climbing:	Not required
8. Balancing:	Not required

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

Consecutive Hours

Total Hours

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*Accommodations will be made as necessary.

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
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- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Other Training, Skills and Experience Requirements:

Ability to work with staff, parents, community members, and state and local organizations.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Original: March, 1981
 Revised: July 1, 2016
 Revised: February, 2020

JOB TITLE: STUDENT SERVICES DATA COORDINATOR

JOB GOAL:

- To assure the smooth and efficient operations of the office so the maximum positive impact on the education of children can be realized.

QUALIFICATIONS:

- High School diploma and advanced training on office procedures and skills preferred.
- Experience as an administrative assistance with experience in a central office setting preferred.
- Knowledge of Microsoft Office software and other special education software preferred.

REPORTS TO:

Director of Student Services

PERFORMANCE RESPONSIBILITIES:

- Maintain NHSEIS, LUMEA, ACUITY, Infinite Campus, I4See & Easy File programs.
- Audit of all special education student files and Medicaid reporting.
- Communicate, troubleshoot, and assist all building coordinators and case managers in the NHSEIS and LUMEA programs.
- Assist with out-of-district students in regards to scheduling meetings, and preparation of all forms which include referrals, evaluations, and Individualized Education Plans. Enter all information into the NHSEIS program.
- Audit, file, and enter electronic signatures into the NHSEIS program.
- Maintain NHSEIS and LUMEA programs for compliance.
- State reporting as required by SAU offices (Beginning of Year, End of Year, special education memos requiring deadlines and action).
- Maintain all special education student records.
- Train all para-professionals in the LUMEA program.
- Assist and maintain Fremont student special education paperwork
- Document scan of all inactive/active students and keep the filing of those students organized.
- Assist with phone calls related to the SAU 17 Central Office.
- Ensure confidentiality of information processed by the office.

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TERMS OF EMPLOYMENT:

Twelve-month year

EVALUATION:

Evaluation by the Director of Student Services in accordance with district policies.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

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8. Carry over 50 lbs.:	Not required
9. Reach above shoulder height:	Occasionally required
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11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

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5. Kneeling:	Frequently required
6. Crouching:	Frequently required
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8. Balancing:	Not required

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*Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

*Accommodations will be made as necessary.

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Other Training, Skills and Experience Requirements:

Ability to work with staff, parents, community members, and state and local organizations.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Original: 1998

Revised: July 1, 2016

Revised: February, 2020