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.
• 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.