



Human Resources Generalist

The role of the Human Resources Generalist (HRG) is to ensure the smooth operation of the HR Department in supporting 1400+ employees of the Revere Public Schools. The HRG is a confidential position requiring the utmost discretion, sensitivity, and professionalism at all times, contributing to the full range of HR services. A commitment to excellence and flexibility in addressing employee and district needs and ever-changing priorities while accomplishing routine operational duties is essential.

The HR Department was created in 2021 and is still in its early stages with a team of three. HR duties referenced below are often accomplished in collaboration with other departments, and are subject to change as systems are enhanced and responsibilities are re-assigned. The ability and enthusiasm to grow with the department and contribute to all aspects of HR as the position evolves is key.

Reports to: Human Resources Director

Duties include but are not limited to the following. Additions and modifications to these representative duties and responsibilities are under the purview of the Superintendent of Schools, and the Human Resources Director.

Leaves of Absence and Accommodations

- Guide employees compassionately through leave planning process, identifying eligibility for various statutory and contractual leave provisions identified in CBA's and explaining implications for benefits and pay, completing voluntary disability paperwork upon request.
- Adhere to strict process timelines and guidelines regarding leave processing and tracking, ensuring communication with supervisors as well as payroll colleagues regarding implications for compensation.
- Reach out to employees as appropriate to maintain communication about leave timelines, including confirmation of and arrangements for return to work.
- Ensure appropriate return to work documentation is provided, and facilitate accommodation process as needed to determine, arrange for and document reasonable accommodations prior to return.
- Maintain leave data and absence management systems to ensure records accurately reflect leave updates and appropriate absence codes.
- Facilitate accommodation process for circumstances unrelated to leave needs.

Unemployment Claims Management

- Manage all unemployment claims and billing reconciliation, responding to wage and other information requests, preparing for and engaging in appeal hearings, etc.

Industrial Accident Claims Management

- Manage all work-related injury reports and associated leave needs
- Work with employees to ensure they feel supported and understand what to expect, gathering all necessary information and documentation throughout.
- Oversee claims entry and collaborate with claims management company.

- Coordinate with supervisors and appropriate leaders to document that potential hazards are immediately addressed and a timely and thorough investigation is completed and documented including witness statements, photos, security footage as appropriate and other requirements.
- For lost time claims, explain applicable leave and benefit options, updating leave and absence management systems and communicating with payroll regarding compensation and with supervisors regarding leave duration and updates.
- Ensure appropriate return to work documentation is provided, and facilitate accommodation process as needed.

Recruitment & Onboarding

- Create a recruitment and onboarding plan and calendar to attract and welcome talented professionals from diverse backgrounds.
- Explore, develop and maintain resources, relationships and systems to recruit qualified, diverse candidates.
- Maintain job boards, applicant tracking and onboarding systems.
- Collaborate with supervisors to create job announcements and manage all postings/job openings list, coordinating with the internal bidding process.
- Represent RPS in all fora related to recruitment and expanding diversity including Job Fairs and other events providing networking opportunities and coordinate RPS recruitment events.
- Collaborate with Communications Coordinator and Website Administrator to design and distribute recruitment materials, videos, etc. to reach out via multiple media to promote an inviting online and general public presence to attract attention and interest in employment.
- Update employee onboarding materials and systems to keep current.
- Serve as primary ambassador to welcome new employees, provide an HR Orientation explaining benefits, general policies, procedures and expectations to new and transferring employees and coordinate with the City HR Department, Retirement Board, internal departments and outside vendors to facilitate benefits enrollment, id badges, etc. to insure a positive introduction.
- Coordinate onboarding operations to ensure all hiring requirements are met, documented and conveyed to payroll and others in a timely way.
- Plan for and participate in new employee meetings, including New Teacher and Substitute Orientations.

HR Applications and Data Management Systems

- Contribute to building and maintaining recruitment onboarding, attendance, leave tracking and other HR systems and processes, including identifying and scrubbing data for mapping and ongoing data entry/quality control and reporting.
- Help identify and maximize interface possibilities within and among HR software solutions and other data systems including Frontline, Munis and Powerschool.
- Prepare reports and analyses related to HR and Payroll data.
- Train employees to use HR systems and troubleshoot employee difficulties.

Other Duties HR Generalist Duties

- Complete verifications of employment.
- Manage annual process to apply for RTA Salary Lane Changes.
- Monitor communication in shared HR email accounts, responding promptly to routine employee questions and triaging/referring to others as appropriate.
- Serve as resource for employees in understanding RPS policies and procedures.
- Shepherd development and ongoing update of job descriptions and postings to ensure candidates and supervisors have a clear and shared understanding of expectations.

- Support employee off-boarding including counseling regarding transition of benefits, provision of appropriate documentation and exit survey, and as applicable.
- Participate in various initiatives related to Equity and Inclusion.
- Prepare and execute HR training programs and events upon request.
- Contribute to visioning, planning and implementing HR Department initiatives.
- Participate in cross training to support all HR functions, collaborate and coordinate efforts, and accept new and changing HR responsibilities as requested by the HR Director.

Schedule:

This is a full time, 40-hour, 12-month position scheduled from 7:30 a.m. to 4:00 p.m. Monday through Friday. Special events and critical deadlines may however require occasional extended hours and weekends. Minimum 30-day professional notice of resignation required.

Qualifications:

- Outstanding interpersonal skills, cultural sensitivity and respect for others with the ability to establish rapport with and relate to others with respect, compassion, tact and understanding.
- Unwavering commitment to confidentiality and natural propensity for discretion.
- Deep commitment to diversity, equity, inclusion and culturally responsive practices.
- Talent for communicating effectively both verbally and in writing in one or more languages including English and preferably another representing our community, currently Spanish/Portuguese/Arabic.
- Bachelor's Degree (Associates Degree considered pending HR experience and other credentials.)
- General knowledge of HR operations, employment laws, and benefits management with minimum 1-2 years' experience.
- In-depth knowledge of statutory accommodation and leave programs including ADA, FMLA, Workers' Compensation, etc.
- Experience with recruitment, screening and interviewing candidates.
- Familiarity with social media outreach, job board, applicant tracking and onboarding systems.
- Ability to master and apply multiple collective bargaining contract provisions in conjunction with statutory provisions and District policies.
- Demonstrated Initiative providing superior customer service, innovation and problem solving.
- Experience with Human Capital Management Systems and employee life cycle management.
- Detail-oriented, highly organized, accurate data entry, facility working with payroll data.
- Experience with Munis preferred.
- Satisfactory background check.

Excellent Benefits with a salary range of \$65,000 - \$80,000. For a full job description and to apply, please visit Schoolspring.com Job ID:5796731 <https://www.schoolspring.com/jobdetail?jobId=5796731>