



Waterloo Central School District

DISTRICT OFFICES, 109 WASHINGTON ST., WATERLOO, N.Y. 13165

TERRI BAVIS
Superintendent of Schools
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Posting: 6/22/20- 7/6/20

VACANCY ANNOUNCEMENT

POSITION: .6 Human Resources Specialist,
5 hours per day, 5 days per week

SALARY: \$19 per hour
Benefits Per Individual Contract of Agreement

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- **A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Administration, Human Resources Management, Education, School Counseling, Organizational Development or closely related field and one (1) year of experience which involved human resources functions such as orientation programs, training and development, recruitment, benefit administration, career services, position analysis or job specification writing; OR**
- **B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in above stated or closely related field and three (3) years of experience as stated in (A); OR**
- **C. Five (5) years of full-time paid experience as stated in (A); OR**
- **D: An equivalent combination of training and experience as indicated in (A), (B) or (C).**

TYPICAL WORK ACTIVITIES:

- **Acts as a liaison with Seneca County Personnel Department on all reporting matters involving Civil Service law, regulations, procedures and paperwork;**
- **Organizes and assists in the recruitment and interviewing of certified and uncertified employees which may include establishing written**

procedures for internal job postings, promotion and reassignment processes;

- **Advises employees with regard to benefits programs, retirement, worker's compensation, FMLA and other leave policies and procedures for the jurisdiction;**
- **Receives reviews and approves applications for FMLA leave time to ensure eligibility and applicability to state and federal regulations;**
- **Manages personnel files and automated record-keeping for all BOCES employees to ensure compliance with Civil Service laws and applicable labor regulations;**

- **Maintains logs of work-related injuries and illnesses for all employees as required by federal and state labor laws and prepares all required forms and reports;**
- **Reviews and updates all current personnel forms and develops new personnel forms to be used as necessary;**
- **Manages job evaluations and develops job descriptions to ensure both the effectiveness of each employee and that the descriptions accurately reflect current job assignments, duties and responsibilities;**
- **Oversees the administration of employee leaves to ensure compliance with federal, state and civil service laws, policies and collective bargaining agreements;**
- **Administers employee benefits program including paid leave and insurance, and reviews all administration procedures for compliance with federal and state regulations, municipal policies and collective bargaining agreements;**
- **Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software.**

APPLICATION PROCEDURE:

Apply online <https://seneca-portal.mycivilservice.com/jobopps>

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable". **Please enter Waterloo School or WCSD as your response.**

Selected candidates will be contacted for interviews.

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.