



**CONSOLIDATED  
SCHOOL DISTRICT  
— OF —  
NEW BRITAIN**

**NEW BRITAIN BOARD OF EDUCATION  
PERSONNEL COMMITTEE MEETING**

**APRIL 29, 2024 – 6:00 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER**



## NOTICE OF MEETING

TO: New Britain Board of Education Members  
Mayor Erin Stewart  
Mr. Mark H. Bernacki, Town and City Clerk  
New Britain Common Council Members

DATE: April 26, 2024

RE: New Britain Board of Education Committee Meetings

**The following Board of Education committee meetings will be held:**

- **The New Britain Board of Education Personnel Committee** will hold a regular meeting on Monday, April 29, 2024 at 6:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.
- **The New Britain Board of Education Finance, Facilities, and Transportation Committee** will hold a regular meeting on Monday, April 29, 2024 at 6:15 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.

***Members of the public may attend meetings in person or view a live broadcast of the proceedings online via the livestream link:***

***<https://www.csdnb.org/board/>***

The agendas and board packets in their entirety can be found on the Board of Education website:

***<https://www.csdnb.org/board/BOE-2024-Meetings-Documents-Calendar.php>***





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## New Britain Board of Education | Personnel Committee Regular Meeting

April 29, 2024 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:  
<https://www.csdnb.org/board/>

### 1. Call to Order and Opening

- A. Meeting Called to Order

### 2. New Business

- A. Review and approve minutes from Personnel Committee meeting on March 25, 2024  
Submitted by Ms. Aja Edwards | Page 4
- B. Review Exit Survey Data  
Submitted by Dr. Nicole Sanders | Page 6
- C. New position request – Recruitment Manager  
Submitted by Dr. Nicole Sanders | Page 9
- D. Review revised job descriptions – Personnel & Talent Department  
Submitted by Dr. Nicole Sanders | Page 15

### 3. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

## New Britain Board of Education | Personnel Committee Regular Meeting

March 25, 2024 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:  
<https://www.csdnb.org/board/>

### 1. Call to Order and Opening

Personnel Chair, Ms. Annie Parker called the meeting to order at 6:00 PM

#### Board Members Present

Mr. Anthony Cane\*, Mr. Joseph Listro\*, Ms. Barbara Marino, Ms. Annie Parker\*, Ms. Joan Pina\*, Mr. Jose Rivera\*, and Ms. #Tina Santana

*\*committee member*  
*#attended remotely*

#### CSDNB Staff Present

Ms. Ann Alfano, Ms. Lara Bohlke, Ms. Kristie Bourdoulous, Dr. Tony Gasper, Ms. Rebecca Gonzalez, Mr. Damon Pearce, Mr. Jeff Prokop, Ms. Silvia Mayo-Molina, Mr. Tyrone Richardson, Ms. Sondra Sanford, Dr. Nicole Sanders, Mr. Robert Smedley, Mr. Mark Spalding, Ms. Ivelise Velasquez and Mr. Nathan Zeigler

### 2. Presentation

- A. Increasing Educator Diversity Plan  
Submitted by Dr. Nicole Sanders

### 3. New Business

- A. Review and approve minutes from Personnel Committee meeting on February 26, 2024  
Submitted by Ms. Aja Edwards

**Mr. Cane motioned to approve minutes from the Personnel Committee meeting on February 26, 2024, seconded by Mr. Listro. Motion carried.**

- B. Review Exit Survey Data  
Submitted by Dr. Nicole Sanders

**The personnel committee recommended to add this item to the regular agenda for the upcoming meeting in April.**

- C. Approve Memorandum of Understanding between CSDNB and Local 871, The New Britain Federation of Teachers allowing the instruction of two additional classes articulated with Central Connecticut State University  
Submitted by Mr. Damon Pearce

The personnel committee recommended to add this item to the consent agenda for the upcoming meeting in April.

- D. Review and approve CSDNB Standard Life Policy with amendments to align with certain collective bargaining union agreements ratified after 2018  
Submitted by Dr. Nicole Sanders

The personnel committee recommended to add this item to the consent agenda for the upcoming meeting in April.

- E. Review new position request and job description – Food Service Manager  
Submitted by Ms. Rebecca Gonzalez

The personnel committee recommended to add this item to the consent agenda for the upcoming meeting in April.

- F. Review and approve Increasing Educator Diversity Plan  
Submitted by Dr. Nicole Sanders

The personnel committee recommended to add this item to the consent agenda for the upcoming meeting in April.

## A. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment

Meeting adjourned at 6:33 pm

Year	Total Resignation Count
2021 - 2022	155
2022 - 2023	190
2023 - 2024 (to-date)	166

<b>Total Employees</b>	<b>~2,000</b>
<b>Percent Resigned vs Total (21 - 22)</b>	<b>7.75%</b>
<b>Percent Resigned vs Total (22 - 23)</b>	<b>9.50%</b>
<b>Percent Resigned vs Total (23 - 24)</b>	<b>8.30%</b>

Reasons for Resignation (2022 - 2023 School Year)	Count	Percentage
Accepted a teaching position with an out of state school district	2	1.06%
Accepted a teaching position with another CT school district	48	25.26%
Commute, travel difficulties, work closer to home	3	1.58%
Dissatisfaction with hiring process	1	0.53%
Dissatisfaction with job or type of work	4	2.11%
Dissatisfaction with working conditions	25	13.16%
Education/to attend school	5	2.63%
Family	10	5.26%
Health	4	2.11%
New employment opportunity in the education field	15	7.89%
New employment opportunity outside of the education field	30	15.79%
Personal	18	9.47%
Prefer not to provide reason	17	8.95%
Relocation	8	4.21%
<b>Grand Total</b>	<b>190</b>	

Reasons for Resignation (2022 - 2023 School Year)	Count	Percentage
Accepted a teaching position with an out of state school district	3	1.81%
Accepted a teaching position with another CT school district	44	26.51%
Commute, travel difficulties, work closer to home	2	1.20%
Dissatisfaction with hiring process	0	0.00%
Dissatisfaction with job or type of work	6	3.61%
Dissatisfaction with working conditions	7	4.22%
Education/to attend school	5	3.01%
Family	10	6.02%
Health	6	3.61%
New employment opportunity in the education field	32	19.28%
New employment opportunity outside of the education field	20	12.05%
Personal	15	9.04%
Prefer not to provide reason	10	6.02%
Relocation	6	3.61%
<b>Grand Total</b>	<b>166</b>	

Teacher Resignations by Position	21 - 22 Count	22 - 23 Count	23 - 23 Count
Art Teacher	6	4	4
Arts Integration Enrichment Teacher	1	0	0
Creative Expressions Teacher	1	0	0
CTE Enrichment Teacher	3	4	1
English Teacher	3	3	1
ESL Teacher	0	0	2
Grade 1 Teacher	6	4	1
Grade 2 Teacher	3	2	1
Grade 3 Teacher	1	4	3
Grade 4 Teacher	2	1	3
Grade 5 Teacher	2	1	4
Grade 6 Teacher	2	4	1
Instructional Coach	0	6	6
Kindergarten Teacher	2	6	2
Math Teacher	4	2	5
Music Teacher	1	1	1
PE Teacher	3	6	0
Preschool Teacher	4	2	3
Pupil Services Specialist Out-of-District Liaison	0	2	0
Pupil Services Transition Specialist	0	1	1
School Counselor	0	2	1
School Psychologist	2	0	1
School Social Worker	1	0	2
Science Teacher	3	3	2
Small Classroom Setting Teacher	0	0	1
Social Studies Teacher	3	2	3
Special Education Teacher	11	10	13
Special Education Teacher - Bridges	1	2	0
Special Education Teacher - KEY	2	3	3
Special Education Teacher - Pathways	0	1	1
Speech Pathologist	0	3	0
STEAM Teacher	6	4	1
World Language Spanish Teacher	3	2	0
<b>Totals</b>	76	85	67

	21 - 22	22 - 23	23 - 24
<b>Total Teacher Positions</b>	~890	~900	~908
<b>Percentage Resigned vs Total</b>	8.54%	9.44%	7.38%





## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting on May 6, 2024.  
Senior Leadership Sponsor: Maryellen Manning Staff Presenter: Nicole Sanders

#### Type of Memorandum

Other -

#### Background and Purpose/Rationale

The Recruitment Manager is a full-time non-certified position which will support the implementation of the Increasing Educator Diversity Plan (IED) mandated by the State Department of Education. The Recruitment Manager is a restructuring of the .5 certified Recruitment and Placement Specialist position. This position will assist with actualizing the district's vision for diversifying the workforce as well as support all employees during the employee life cycle (attraction, recruitment, onboarding, development, retention, exit and advocacy).

#### Financial Information

The total is Approximately \$120,000 and the funding source is 50% Local and 50% Alliance Increasing Educator Grant Local: 1010941251235 and Alliance Increasing Educator Grant 234394125700.

#### Committee Review

To be reviewed by the Personnel Committee on April 29, 2024

[Recruitment Manager New Position Request Form - Nicole Sanders.pdf](#), [Recruitment Manager - Nicole Sanders.pdf](#)



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Recruitment Manager

#### POSITION SPECIFICATIONS

##### REPORTS TO

Director of Talent and Equity

##### PRIMARY FUNCTION

The Recruitment Manager oversees the execution of the district's recruitment plan, as well as identifies and implements evidence-based strategies to design new and impactful initiatives to diversify the educator workforce. The Recruitment Manager is also responsible for building and maintaining strong collegial relationships with external partners and school and district level leadership to foster a comprehensive understanding of staffing needs and action planning. In addition, the Recruitment Manager assists employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit and advocacy) to ensure success for district goals and metrics.

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- Valid driver's license

###### EDUCATION

- Bachelor's degree in Human Resources, Business Administration, or similar field required
- Master's degree in Human Resources, Business Administration or similar field strongly preferred

###### EXPERIENCE

- Minimum of five years of relevant experience leading recruitment, preferably in a public-school district
- Successful experience in recruitment, hiring and selection, and retention of staff, including diversity workforce planning

##### SKILLS, KNOWLEDGE & ABILITIES

- Working knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Commitment to diversity, equity, inclusion, and belonging
- Ability to accurately research pertinent information and strategize
- Demonstrated organizational, analytical, and strategic skills
- Excellent interpersonal, verbal, and written communication skills
- Ability to confidentially deal effectively, equitably, fairly, and courteously with people in a variety of environments
- Proficient with Microsoft Office and Google Workspace
- Strong collaborator, with demonstrated success partnering with other professionals, organizations or community members
- Demonstrated management and leadership skills

- Strong project and time management skills; ability to effectively plan to meet deadlines, juggle multiple priorities with great attention to detail, and deliver consistent and timely results
- Team player with strong interpersonal and stakeholder management and relationship building skills
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to educate on career pathways and staff wellness
  - Collaborates with the Director of Talent and Equity and Recruitment and Placement Specialist to strengthen the vision for recruitment and marketing materials, focused on diversity and inclusion
  - Communicates CSDNB's vision to attract, engage, and retain key talent
  - Builds on the district's Grow Your Own internal pipeline programs to meet staffing needs
  - Creates and delivers training for staff on recruiting and interviewing best practices
- Leads the overall strategy for building a strong pool of candidates for certified and non-certified positions
- Devises new and innovative approaches for recruitment outreach and selection processes that mitigate selection bias
- Identifies, recommends, and implements operational improvements to streamline recruitment processes and increase efficiency, including Applicant Tracking System, job boards, and online career pages
- Collaborates with the Director of Talent and Equity to implement and revise the Increasing Educator Diversity Plan based on data metrics
- Collaborates with the Director of Talent and Equity and the Personnel Benefits Supervisor to promote wellness initiatives
- Builds and maintains strong relationships with principals and supervisors, and external partners
- Incorporates feedback from principals and supervisors into the recruitment and selection process
- Cultivates and maintains a diverse network of potential candidates in anticipation of staffing needs
- Builds on and maintains alternative certification and licensure programs, alternative teacher and administrator pipelines, non-certified staff pipelines, teacher academies, and internships
- Develops and strengthens networks within and outside the organization (higher education, community organizations, government agencies, professional associations, and strategic partners) and utilizes various sourcing techniques to build diverse talent pipelines
- Works collaboratively with the Director of Talent and Equity and Recruitment Specialist to staff vacancies throughout the school year
- Works collaboratively with the Director of Talent and Equity and Senior Leadership to accurately forecast recruitment needs for vacancies for upcoming school years
- Provides day-to-day management of the Recruitment and Placement Specialist, including professional learning development and coaching opportunities
- Collaborates with the Director of Talent and Equity and the Personnel Manager to create various hiring resources, such as rubrics, interview guides, and candidate trackers to guide best practice in hiring decisions
- Collects and shares feedback and data on quality candidates that result from recruitment efforts
- Works collaboratively with the Director of Talent and Equity and the Personnel Manager to revise job descriptions to enhance recruitment efforts, as well as to ensure alignment to district's vision for staffing

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Talent and Equity or designee

## EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

Regular travel to schools and throughout the state required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary aligned with Local 818 contract, Grade 2a
- Exempt position

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours
- Mileage reimbursement

### UNION AFFILIATION

Not applicable

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

*The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 04/2024 NS  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year

# New Position Request Form

Sent By: Sanders

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 4/22/2024 1:58pm

Not completed

## New Position Request

* Administrator:	Nicole Sanders
* Administrator's Title:	Director of Talent and Equity
* Requested Position Title:	Recruitment Manager
* Location for requested position:	Personnel and Talent Department
* Is the position full-time or part-time?	Full-time
* Is the position a 10 or 12 month position?	12 Month Position
* How many positions are you requesting? (i.e. 1 Position, 2 Positions, etc.)	1

Attach a copy of the Board Approved Job Description (or draft that is pending BOE approval).

[Recruitment Manager.pdf](#)

Rationale for Requested Position.

The Recruitment Manager position is a new full time non-certified position designed to support with the district's mission and vision for diversifying the educator workforce as well as to support all employees through the employee life cycle (attraction, recruitment, onboarding, development, retention, exit and advocacy. This position is the result of restructuring the .5 certified Recruitment and Placement Specialist position.

Use this field to provide additional comments regarding your request. This field may be left blank.

A portion of this position will be funded through the Alliance Increasing Educator Diversity Grant.

## Funding Source

* Select the funding source:	Local Budget
If applicable, specify the grant:	Increasing Educator Diversity Grant
* Estimated cost:	\$120,000
* Is your request for the current fiscal year or the following?	For next year

Administrator's Signature:

**X** Signed: **Nicole Sanders**  
Stamped: 4/22/2024 1:04:34 PM; 72.10.98.17; User - Sanders - SandersN@csdnb.org;

## Finance Review:

CFO reviews the information above and edits Funding Source section if needed.

* Review outcome:	
* Budget & Position Control:	

CFO Comments:

CFO Signature:

# New Position Request Form

Sent By: Sanders

Sent To: Users: ADMINISTRATOR (HC), Ann Alfano

Sent On: 4/22/2024 1:58pm

Not completed

## Personnel - Step 1: Cabinet

\* Select One:

Cabinet Meeting Date:

\* Cabinet Meeting Outcome:


## Personnel - Step 2: Personnel

Personnel Committee meeting date:

\* Personnel Committee Meeting Outcome:


## Personnel - Step 3: Board Approval

Board Meeting Date:

\* Board Meeting Outcome:

Talent Office Comments for Steps 1-3:




## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### Board Memorandum

Submitted by Nicole Sanders () for approval at the Regular Board Meeting on May 6, 2024.  
Senior Leadership Sponsor: Maryellen Manning Staff Presenter: Nicole Sanders

#### Type of Memorandum

Other -

#### Background and Purpose/Rationale

The revised job descriptions reflect the current roles and responsibilities of each member/employee in the Personnel and Talent Department. The revisions promote department alignment towards a shared mission and vision for customer service, a more efficient method for accountability and support for all employees through the employee life cycle (attraction, recruitment, onboarding, development, retention, exit and advocacy).

#### Financial Information

The total is Varies based on position and the funding source is Local Funding 101094151235.

#### Committee Review

To be reviewed by the Personnel Committee on April 29, 2024

[Administrative Secretary for the Board and Personnel - Nicole Sanders.pdf](#), [Personnel Assistant - Nicole Sanders.pdf](#), [Personnel Specialist - Nicole Sanders.pdf](#), [Personnel Benefits Supervisor - Nicole Sanders.pdf](#), [Personnel Manager - Nicole Sanders.pdf](#), [Director of Talent and Equity - Nicole Sanders.pdf](#)



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**TALENT DEVELOPMENT OFFICE**

**Director of Talent & Equity**

**POSITION SPECIFICATIONS**

**REPORTS TO**

Chief of Staff and Superintendent of Schools.

**PRIMARY FUNCTION**

Leads the critical function of talent management of human capital for the Consolidated School District of New Britain. Oversees plans and coordinates all Talent and Equity department operations for the school district. Establishes and maintains a culture of inclusion that is committed to embracing our diversity as a strategic opportunity towards leading the district's efforts to build a culture of equity and inclusion for all employees, students, families, and community.

**QUALIFICATION PROFILE**

**CERTIFICATION / LICENSE**

- Connecticut state certification as an Intermediate Administrator (092).
- Motor vehicle license or ability to provide own transportation.

**EDUCATION**

Minimum of 6<sup>th</sup> year degree from a regionally accredited college or university in education or other related field. Doctorate preferred.

**EXPERIENCE**

- A minimum of eight (8) years of related work experience with a demonstrated record of accomplishment of leading staffing, policy and equity and diversity work within a school district.
- Successful school and/or district leadership experience including talent management systems, personnel, staffing and professional learning.

**SKILLS, KNOWLEDGE & ABILITIES**

- Understanding of best practices in talent management, human resources, and labor management.
- Ability to organize and coordinate staffing systems of varied staff
- Strong understanding of cultural competency and cross-cultural dynamics that include race, equity, class, and perceptions around these topics.
- Deep knowledge of research, principles, and practices around diversity, inclusion, and/or racial equity.
- In-depth knowledge and experience in leading data-driven practices at a systems level, including instilling analysis into insights and translating insights into action.
- Ability to coordinate and collaborate with diverse groups across multiple departments, schools, and organizations to achieve convergence in strategy and practice.
- Ability to meaningfully engage in a wide variety of stakeholders in challenging dialogue and critical self-



- reflection around racial identity, implicit bias, systemic racism, structural inequities, etc.
- Initiates, builds, and manages cohesive partnerships and professional relationships with stakeholders at all levels internal and external to the district.
- Confident, clear presenter skilled at using data to drive critical conversations and continuous improvement among peer and non-peer colleague groups.
- Strategic and critical thinker with a proven ability to lead thoughtful, transformative action in complex organizations.
- Knowledge of performance management tools.
- Excellent time management, performance management and leadership skills.
- Excellent organizational ability, oral and written communications and interpersonal skills.

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Works with the Senior Leadership, Manager of Personnel & Talent, and School Administrators to determine district operational staffing needs and projections at all levels, while ensuring equity.
- Recruits, develops, and retains a diverse, equitable and inclusive staff.
- Reviews, approves and oversees all employee transfers and leaves of absences and plan for its impact on staffing.
- Reviews and assesses district policies, practices, and decisions, including their impact on equity, and increase transparency on how district decisions and policies affects equity.
- Coordinates with internal and external partners, including local, state and national community-based organizations and universities to address recruitment and retention and race and equity.
- Coordinates district teacher orientation, recruitment events and recognition programs.
- Conducts job offers for teachers and administrators.
- Oversees substitute programming with district partners and analyzes data and fill rates.
- Leads the Talent Office staff in continuous improvement and customer service efforts to ensure best practices in human capital development.
- Meets regularly with Talent staff, department and school leadership teams to stay abreast of needs at all levels within the organization.
- Supervises Recruitment & Placement Specialists.
- Coordinates with Finance department to approve staffing needs and processes, ensuring onboarding is efficient and aligned with position control.
- Serves on the Professional Development and Evaluation Committee for the District and review current systems of evaluation and professional learning of staff.
- Continuously reviews specific equity and staffing data and trends, communicate them to senior leadership and plan accordingly.
- Oversees recruitment, retention and educator pathways budgeting.
- Fosters and sustains a clear and organizational commitment to Diversity, Equity and Inclusion.
- Ensures high quality, equitable educational opportunities and increase equity in operational and resource support for all students.
- Ensures internal accountability measures align to the mission and values regarding race and equity.
- Engages directly in matters of personnel, ensuring an equitable workplace in the areas of, but not limited to, Title IX, OCR, and DCF.
- Coaches and mentors district and building leaders to integrate equity and staffing goals into strategic plans.
- Increases cultural competence and addresses implicit bias with district staff.
- Presents monthly reports at Board meetings, as requested

## ADDITIONAL DUTIES

- Serves as a liaison to both the Board's Policy and Personnel Committees.
- Performs other duties as directed by the Chief of Staff Relations & Accountability and the Superintendent of Schools.

## EQUIPMENT

Uses personal computer and printer.

## TRAVEL REQUIREMENTS

Travels to all school district buildings, state agencies, and professional meetings as required.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Salary and fringe benefits set forth in the applicable individual employment agreement.
- Exempt position.

### WORK SCHEDULE

Standard administrator work schedule, including attendance at Board meetings and other meetings as needed.

### UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

Alliance.

*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 03/2020  
PERSONNEL REVIEW: No review  
BOARD REVIEWED: 03/14/20  
BOARD APPROVED: 04/06/20  
REVISION: TG/MM: 8/22  
BOARD APPROVED: 08/29/2022



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Director of Talent & Equity

#### POSITION SPECIFICATIONS

##### REPORTS TO

Chief of Staff and Superintendent of Schools-

##### PRIMARY FUNCTION

The Director of Talent and Equity leads the critical function of talent management of human capital for the Consolidated School District of New Britain. The Director of Talent and Equity also oversees plans and coordinates all Talent and Equity of the Personnel and Talent Department operations for the school district and is responsible for assisting employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy). In addition, the Director of Talent and Equity establishes and maintains a culture of inclusion that is committed to embracing our diversity as a strategic opportunity towards leading the district's efforts to build a culture of equity and inclusion for all employees, students, families, and community.

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- Connecticut state certification as an Intermediate Administrator (092)-
- Valid driver's license
- Motor vehicle license or ability to provide own transportation-

###### EDUCATION

- Minimum of 6<sup>th</sup> year degree from a regionally accredited college or university in education or other related field-
- Doctorate preferred-

###### EXPERIENCE

- A minimum of eight (8) years of related work experience with a demonstrated record of accomplishment of leading staffing, policy and equity and diversity work within a school district-
- Successful school and/or district leadership experience including talent management systems, personnel, staffing and professional learning-

##### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Understanding of best practices in talent management, human resources, and labor management-
- Ability to organize and coordinate staffing systems of varied staff
- Strong understanding of cultural competency and cross-cultural dynamics that include race, equity, class, and perceptions around these topics-
- Deep knowledge of research, principles, and practices around diversity, inclusion, and/or racial equity-

- In-depth knowledge and experience in leading data-driven practices at a systems level, including instilling analysis into insights and translating insights into action-
- Ability to coordinate and collaborate with diverse groups across multiple departments, schools, and organizations to achieve convergence in strategy and practice-
- Ability to meaningfully engage in a wide variety of stakeholders in challenging dialogue and critical self-reflection around racial identity, implicit bias, systemic racism, structural inequities, etc.
- Initiates, builds, and manages cohesive partnerships and professional relationships with stakeholders at all levels internal and external to the district-
- Confident, clear presenter skilled at using data to drive critical conversations and continuous improvement among peer and non-peer colleague groups-
- Strategic and critical thinker with a proven ability to lead thoughtful, transformative action in complex organizations-
- Knowledge of performance management tools-
- Excellent time management, performance management and leadership skills-
- Excellent organizational ability, oral and written communication, and interpersonal skills-
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to provide support and exemplary customer service
- Works with the Senior Leadership, Personnel Manager of Personnel & Talent, and School Administrators to determine district operational staffing needs and projections at all levels, while ensuring equity-
- ~~Recruits, develops, and retains a diverse, equitable and inclusive staff.~~
- Reviews, approves and oversees all employee transfers and leaves of absences and plans for its impact on staffing-
- Reviews and assesses district policies, practices, and decisions, including their impact on equity, and increases transparency on how district decisions and policies affects equity-
- Oversees all aspects of the district's recruitment, hiring and selection, and retention plan with primary focus on commitment to diversification of the educator workforce
- Oversees the coordination of ~~Coordinates with~~ internal and external partnerships, partners, including local, state and national community-based organizations and universities to address recruitment and retention, and race and equity.
- Coordinates district teacher orientation, recruitment events and recognition programs in collaboration with the Recruitment Manager and Recruitment and Placement Specialist-
- Conducts job offers for teachers and administrators-
- Oversees substitute programming with district partners and analyzes data and fill rates-
- Leads the Personnel and Talent Development department Office staff in continuous improvement and customer service efforts to ensure best practices in human capital development-
- Meets regularly with Personnel and Talent staff, and department and school leadership teams to stay abreast of needs at all levels within the organization-
- Supervises and evaluates the Recruitment & Placement Specialists-, Personnel Manager, and Recruitment Manager
- Coordinates with the Finance department to approve staffing needs and processes, ensuring onboarding is efficient and aligned with position control-
- ~~Serves on~~ Oversees the Professional Development and Evaluation Committee for the District and reviews current systems of evaluation and professional learning of staff-
- Continuously reviews specific equity and staffing data and trends, communicates them to Senior Leadership, and plans accordingly-
- Oversees Manages the Personnel and Talent Department's budgetary process, which includes reconciliation and transfer of funds as necessary ~~recruitment, retention and educator pathways budgeting.~~
- Writes and oversees implementation of recruitment grants related to Grown Your Own Pathways and

**diversification of the educator workforce**

- Works collaboratively with the Personnel Manager and Recruitment Manager to revise job descriptions to enhance recruitment efforts, as well as to ensure alignment to the district's vision for staffing
- Fosters and sustains a clear and organizational commitment to Diversity, Equity and Inclusion-
- Ensures high quality, equitable educational opportunities and increases equity in operational and resource support for all students-
- Ensures internal accountability measures align to the mission and values regarding race and equity-
- Engages directly in matters of personnel, ensuring an equitable workplace in the areas of, but not limited to, Title IX, OCR, and DCF-
- Coaches and mentors district and building leaders to integrate equity and staffing goals into strategic plans-
- Increases cultural competence and addresses implicit bias with district staff-
- Presents monthly reports at Board meetings, as requested
- Serves as a liaison to both the Board's Policy and Personnel Committees

## ADDITIONAL DUTIES

- ~~Serves as a liaison to both the Board's Policy and Personnel Committees.~~

Performs other **related tasks assigned** duties as directed by the Chief of Staff Relations & Accountability and the Superintendent of Schools-

## EQUIPMENT

~~Uses personal computer and printer.~~ **Uses computers, network systems, provided district technology and job-related equipment as required**

## TRAVEL REQUIREMENTS

Travels to all schools, ~~district buildings,~~ state agencies, and professional meetings as required-

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Salary and fringe benefits set forth in the applicable individual employment agreement-
- Exempt position-

### WORK SCHEDULE

- Standard administrator work schedule, including attendance at Board meetings and other meetings as needed-

### UNION AFFILIATION

Not applicable-

## FUNDING SOURCE

Alliance-

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~~Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.~~

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

**CREATED:** 03/2020  
**PERSONNEL REVIEW:** No review  
**BOARD REVIEWED:** 03/14/20  
**BOARD APPROVED:** 04/06/20  
**REVISION:** TG/MM; 8/22  
**BOARD APPROVED:** 08/29/2022  
**REVISED:** 04/2024 NS  
**PERSONNEL REVIEW:** Month/Day/Year  
**BOARD APPROVED:** Month/Day/Year



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Director of Talent & Equity

#### POSITION SPECIFICATIONS

##### REPORTS TO

Chief of Staff and Superintendent of Schools

##### PRIMARY FUNCTION

The Director of Talent and Equity leads the critical function of talent management of human capital for the Consolidated School District of New Britain. The Director of Talent and Equity also oversees plans and coordinates all of the Personnel and Talent Department operations for the school district and is responsible for assisting employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy). In addition, the Director of Talent and Equity establishes and maintains a culture of inclusion that is committed to embracing our diversity as a strategic opportunity towards leading the district's efforts to build a culture of equity and inclusion for all employees, students, families, and community.

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- Connecticut state certification as an Intermediate Administrator (092)
- Valid driver's license

###### EDUCATION

- Minimum of 6<sup>th</sup> year degree from a regionally accredited college or university in education or other related field
- Doctorate preferred

###### EXPERIENCE

- A minimum of eight (8) years of related work experience with a demonstrated record of accomplishment of leading staffing, policy and equity and diversity work within a school district
- Successful school and/or district leadership experience including talent management systems, personnel, staffing and professional learning

##### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Understanding of best practices in talent management, human resources, and labor management
- Ability to organize and coordinate staffing systems of varied staff
- Strong understanding of cultural competency and cross-cultural dynamics that include race, equity, class, and perceptions around these topics
- Deep knowledge of research, principles, and practices around diversity, inclusion, and/or racial equity

- In-depth knowledge and experience in leading data-driven practices at a systems level, including instilling analysis into insights and translating insights into action
- Ability to coordinate and collaborate with diverse groups across multiple departments, schools, and organizations to achieve convergence in strategy and practice
- Ability to meaningfully engage a wide variety of stakeholders in challenging dialogue and critical self-reflection around racial identity, implicit bias, systemic racism, structural inequities, etc.
- Initiates, builds, and manages cohesive partnerships and professional relationships with stakeholders at all levels internal and external to the district
- Confident, clear presenter skilled at using data to drive critical conversations and continuous improvement among peer and non-peer colleague groups
- Strategic and critical thinker with a proven ability to lead thoughtful, transformative action in complex organizations
- Knowledge of performance management tools
- Excellent time management, performance management and leadership skills
- Excellent organizational ability, oral and written communication, and interpersonal skills
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to provide support and exemplary customer service
- Works with the Senior Leadership, Personnel Manager, and School Administrators to determine district operational staffing needs and projections at all levels, while ensuring equity
- Reviews, approves and oversees all employee transfers and leaves of absences and plans for its impact on staffing
- Reviews and assesses district policies, practices, and decisions, including their impact on equity, and increases transparency on how district decisions and policies affect equity
- Oversees all aspects of the district's recruitment, hiring and selection, and retention plan with primary focus on commitment to diversification of the educator workforce
- Oversees the coordination of internal and external partnerships, including local, state and national community-based organizations and universities to address recruitment and retention, and race and equity
- Coordinates district teacher orientation, recruitment events and recognition programs in collaboration with the Recruitment Manager and Recruitment and Placement Specialist
- Conducts job offers for teachers and administrators
- Oversees substitute programming with district partners and analyzes data and fill rates
- Leads the Personnel and Talent Development department staff in continuous improvement and customer service efforts to ensure best practices in human capital development
- Meets regularly with Personnel and Talent staff, and department and school leadership teams to stay abreast of needs at all levels within the organization
- Supervises and evaluates the Recruitment & Placement Specialist, Personnel Manager, and Recruitment Manager
- Coordinates with the Finance department to approve staffing needs and processes, ensuring onboarding is efficient and aligned with position control
- Oversees the Professional Development and Evaluation Committee for the District and reviews current systems of evaluation and professional learning of staff
- Continuously reviews specific equity and staffing data and trends, communicates them to Senior Leadership, and plans accordingly
- Manages the Personnel and Talent Department's budgetary process, which includes reconciliation and transfer of funds as necessary
- Writes and oversees implementation of recruitment grants related to Grown Your Own Pathways and diversification of the educator workforce
- Works collaboratively with the Personnel Manager and Recruitment Manager to revise job descriptions to



- enhance recruitment efforts, as well as to ensure alignment to the district's vision for staffing
- Fosters and sustains a clear organizational commitment to Diversity, Equity and Inclusion
- Ensures high quality, equitable educational opportunities and increases equity in operational and resource support for all students
- Ensures internal accountability measures align to the mission and values regarding race and equity
- Engages directly in matters of personnel, ensuring an equitable workplace in the areas of, but not limited to, Title IX, OCR, and DCF
- Coaches and mentors district and building leaders to integrate equity and staffing goals into strategic plans
- Increases cultural competence and addresses implicit bias with district staff
- Presents monthly reports at Board meetings, as requested
- Serves as a liaison to both the Board's Policy and Personnel Committees

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Chief of Staff Relations & Accountability and the Superintendent of Schools

## EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

Travel to all schools, state agencies, and professional meetings required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Salary and fringe benefits set forth in the applicable individual employment agreement
- Exempt position

### WORK SCHEDULE

- Standard administrator work schedule, including attendance at Board meetings and other meetings as needed

### UNION AFFILIATION

Not applicable

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 03/2020  
 PERSONNEL REVIEW: No review  
 BOARD REVIEWED: 03/14/20  
 BOARD APPROVED: 04/06/20  
 REVISION: TG/MM: 8/22  
 BOARD APPROVED: 08/29/2022  
 REVISED: 04/2024 NS  
 PERSONNEL REVIEW: Month/Day/Year  
 BOARD APPROVED: Month/Day/Year



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**PERSONNEL & TALENT DEVELOPMENT**

## **Manager of Personnel and Talent Development**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Director of Personnel and Talent Development

#### **PRIMARY FUNCTION**

Personnel and Talent Manager will assist the Director of Personnel and Talent Development and various department Directors/Managers in implementing school district and departmental goals and objectives for personnel and talent for the 1,800-employee school district.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

SHRM Certified Professional (SHRM-CP) credential or other HR certification strongly preferred.

##### **EDUCATION**

- Bachelor's degree in Human Resources, Business Administration, or similar field required.
- Master's degree in Labor Relations or similar fields preferred.

##### **EXPERIENCE**

- Eight to ten (8-10) years of professional experience with personnel and talent management, labor relations, contract negotiations, and benefits /compensation, preferably in a public school district.
- Supervisory experience necessary.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Must possess excellent verbal and written communication skills.
- Ability to deal objectively, fairly, and courteously with people in a racially, ethnically, and culturally diverse work setting.
- Ability to organize and manage time, and follow-through under pressure.
- Ability to establish and maintain effective working relationships with administrators, various staff, heads of bargaining units and counsel.
- Demonstrated experience with contract negotiations and labor law.
- Demonstrated experience with ADA, FLSA, FMLA, ACA 1095C & 1094C
- Proficient with Microsoft Office Suite and Google Workplace.
- Ability to coordinate work with others; focused on a team approach.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Responsibility areas include staffing, compensation, employee performance and evaluations for non-certified staff, employee benefits, employee relations, collective bargaining, compliance, personnel related law.
- Coordinate the daily operations of the Office of Personnel and Talent Development, including staff of 5.

- Serve as the BOE lead liaison in the negotiations for labor contracts as assigned by the Director of Personnel and Talent Development.
- Assist in development of, and ensure compliance with, personnel/labor policies.
- Assist in the review and analyze grievances and arbitration or settlements.
- Oversee benefits, FMLA and workers' compensation, in collaboration with the Director Personnel and Talent Development.
- Review employment history and prepare salary offers for administrative approval.
- Review unemployment claims and attend hearings as requested.
- Manage and analyze attendance data and Kelly Services operations.
- Coordinate extracurricular assignments, stipends and professional learning requests of staff.
- Coordinate purchase orders and billing, and approve as needed.
- Ensures compliance with all state and federal reporting.
- Review background checks and meet with applicable staff.
- Manage compliance with state and federal employment laws.
- Prepare and assist in the preparation of responses to, pre-hearing responses of, matters before the CHRO, EEOC, OCR, and other state and federal agencies, as requested.
- Support investigation and coordination of Workers' Compensation and FMLA claims.

### ADDITIONAL DUTIES

Performs other related personnel duties as assigned by the Director of Personnel and Talent Development.

### EQUIPMENT

Personal computer, laptop and printer.

### TRAVEL REQUIREMENTS

Travel to school district buildings and professional meetings as required.

### TERMS OF EMPLOYMENT

#### SALARY & BENEFITS

- Salary and benefits in alignment with the Local 818 contract, Grade 2a.
- Exempt position.

#### WORK SCHEDULE

- Work schedule follows Local 818 collective bargaining agreement.
- 37.5 hours per week.

#### UNION AFFILIATION

Non-bargaining unit position.

### FUNDING SOURCE

Local budget.

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*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 10/2016  
REVISED SA: 08/2021



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
PERSONNEL & TALENT DEVELOPMENT

## Personnel Manager of Personnel and Talent Development

### POSITION SPECIFICATIONS

#### REPORTS TO

Director of ~~Personnel and Talent Development~~ Talent and Equity

#### PRIMARY FUNCTION

~~The Personnel and Talent Manager will assist the Director of Personnel and Talent Development and Equity and various department Directors/Managers in implementing school district and departmental goals and objectives in relation to all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) for personnel and talent for the 1,800 employee school district.~~ The Personnel Manager coordinates the daily operations of the Office of Personnel and Talent Development, including Personnel staff and Reception/Switchboard. In addition, the Personnel Manager is responsible for oversight of all certified staffing and maintains and updates the Connecticut Educator Data System for district certified staff, including new hires, annual assignments, transfers, and leaves of absence, to ensure that all certified staff are in compliance with requirements set forth by the Connecticut State Department of Education Bureau of Educator Standards and Certification.

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

- SHRM Certified Professional (SHRM-CP) credential or other HR certification strongly preferred-
- Valid driver's license

##### EDUCATION

- Bachelor's degree in Human Resources, Business Administration, or similar field required-
- Master's degree in Human Resources, Labor Relations or similar fields strongly preferred-

##### EXPERIENCE

- Eight to ten (8-10) years of professional experience with personnel and talent management, or labor relations, ~~contract negotiations, and benefits /compensation,~~ preferably in a public-school district-
- Supervisory experience necessary-

#### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Demonstrated knowledge of, and experience with, state and federal laws and statutes including but not limited to Workers' Compensation, OSHA, ADA, FLSA, FMLA, and ~~ACA 1095C & 1094C-~~
- Ability to manage compliance with state and federal employment laws
- Must possess excellent verbal and written communication skills-
- Proficient with Microsoft Office and Google Workspace-
- Ability to deal objectively, fairly, and courteously with people in a racially, ethnically, and culturally diverse

- work setting–
- Ability to organize and manage time, and follow-through under pressure–
- Ability to establish and maintain effective working relationships with **various stakeholders administrators, various staff, heads of bargaining units and counsel.**
- ~~Demonstrated experience with contract negotiations and labor law.~~
- Ability to coordinate work with others; focused on a team approach-
- **Ability to compile and analyze data and to prepare reports**
- **Ability to create an environment to enhance the professional growth of the Personnel and Talent Development Office**
- **Ability to facilitate and coordinate department meetings to create a culture of collaboration and accountability**
- **Ability to maintain confidentiality in all stages of the employee lifecycle**
- **Ability to provide effective and efficient customer service to diverse clients and stakeholders**
- **Ability to engage in reflection and self-evaluation for professional growth**
- **Must be able to be understood in face-to-face communications and speak with a level of proficiency**
- **Must be able to use technology, walk, use hands and stand for prolonged periods**
- **Must be able to push, pull or lift at least 15 pounds**

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to provide support and exemplary customer service in all Personnel functions while coordinating the daily operations of the Office of Personnel and Talent Development, and Reception/Switchboard
  - Oversees the maintenance of the online job application and recruitment system, online employee records system, and onboarding process for new hires
  - Manages the teacher salary advancement request process in accordance with the Local 871 contract
  - Maintains and updates all certified staffing and position control, including collaborating with the Finance and Payroll departments to ensure staffing is aligned with the district budget, reviewing certified hiring recommendations and candidate employment history to prepare salary offers, coordinating all aspects of the annual internal Teacher Vacancy List process, and providing appropriate district departments updates on employee transfers or status changes
  - Collaborates with the Director of Talent and Equity to work with district administrators to address certified staffing issues
  - Collaborates with the Payroll department and the Local 871 teacher sick bank committee/designee to oversee and maintain the Local 871 collective bargaining union sick bank
  - Evaluates requirements for various state certifications and prepares and submits the necessary paperwork to the Connecticut SDE on behalf of the district, including Durational Shortage Area Permits (DSAP), Resident Educator certification, and Temporary Emergency Coaching Permits
  - Maintains personnel files for certification status, seniority, salary information, tenure and other required information
  - Notifies certified staff of their tenure status with the district in accordance with state tenure law
- Responsibility areas include **oversight of staffing, compensation, employee performance and evaluations for non-certified staff, employee benefits, employee relations, collective bargaining, compliance, and personnel related law-**
- ~~Coordinate the daily operations of the Office of Personnel and Talent Development, including staff of 5.~~
- **Supervises and evaluates the Personnel Benefits Supervisor, Personnel Specialist, Personnel Assistant and Receptionist and Switchboard Operator**
- **Oversees the district entries and exits in the Connecticut Educator Data System for all certified staff, including new hires, annual assignments, assignment changes, and leaves of absence**
- **Oversees the district extracurricular assignments position control and compliance with the district budget**
- **Oversees state certification compliance, including the monitoring of certification expiration dates and completion of Connecticut ED 126 (employment verification) forms**
- **Tracks administrative leaves, ensuring absences are properly reflected in Absence Management system**
- **Manages compliance with state and federal employment laws, and all related state and federal reporting**
- ~~Serve as the BOE lead liaison in the negotiations for labor contracts as assigned by the Director of Personnel and Talent Development.~~
- **Assists in development of, and ensures compliance with, personnel/ and labor policies-**

- ~~Assist in the review and analyze grievances and arbitration or settlements.~~
- Oversees ~~benefits,~~ **the district leave request process** FMLA and workers' compensation, in collaboration with the Director of Talent and Equity and the Personnel Benefits Supervisor ~~Personnel and Talent Development.~~
- Oversees all aspects of the district workers' compensation process to ensure compliance with state statutes, including preparing for legal proceedings that arise in conjunction with the Workers' Compensation legal team
- Oversees the district OSHA recording and reporting process, and completion of annual OSHA and Bureau of Labor Statistics reports
- ~~Review employment history and prepare salary offers for administrative approval.~~
- Prepares workers' compensation settlement proposals and presents to Senior Leadership for approval to be placed on Board of Education agenda
- Maintains communication with union leadership and works collaboratively with the Director of Talent and Equity, Union officials and administration to address issues
- Coordinates the Personnel Committee meeting materials, including job description revisions and new position requests
- Collaborates with the Director of Talent and Equity to ensure Employee Handbook reflects district policies and procedures
- Oversees summer school staffing in collaboration with other district departments
- ~~Review unemployment claims and attend hearings as requested.~~
- ~~Manage and analyze attendance data and Kelly Services operations.~~ **Assists in the oversight of district substitute service provider operations**
- ~~Coordinate extracurricular assignments, stipends and professional learning requests of staff.~~
- Coordinates ~~purchase orders, and billing, and~~ **the department budget in collaboration with the Director of Talent and Equity** ~~approve as needed.~~
- Coordinates with the Communications Department to assist with Personnel Department resources maintenance on district website
- Oversees switchboard coverage and operations
- ~~Ensures compliance with all state and federal reporting.~~
- ~~Review background checks and meet with applicable staff.~~
- ~~Manage compliance with state and federal employment laws.~~
- Prepare and **Assists** in the preparation of **materials and information for matters related to responses to, pre-hearing responses of, matters before the CHRO, EEOC, OCR, and other state and federal agencies, as requested.**
- Supports investigation and coordination of Workers' Compensation and FMLA claims.

## ADDITIONAL DUTIES

Performs other related ~~tasks~~ **personnel duties** as assigned by the Director of **Talent and Equity** ~~Personnel and Talent Development.~~

## EQUIPMENT

~~Personal computer, laptop and printer.~~ **Uses computers, network systems, provided district technology and job-related equipment as required**

## TRAVEL REQUIREMENTS

~~Travel to school district buildings and professional meetings as required.~~ **Travel to schools, trainings and meetings may be required**

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- **Benefits and salary aligned with Local 818 contract, Grade 2a**
- ~~Salary and benefits in alignment with the Local 818 contract, Grade 2a.~~
- Exempt position.

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours
- Mileage reimbursement
- ~~Work schedule follows Local 818 collective bargaining agreement.~~
- 37.5 hours per week.

#### UNION AFFILIATION

~~Non-bargaining unit position.~~ Not applicable

#### FUNDING SOURCE

Local budget.

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 10/2016  
 REVISED SA: 08/2021  
 REVISED: 04/2024 HB  
 PERSONNEL REVIEW: Month/Day/Year  
 BOARD APPROVED: Month/Day/Year



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Personnel Manager

#### POSITION SPECIFICATIONS

##### REPORTS TO

Director of Talent and Equity

##### PRIMARY FUNCTION

The Personnel Manager assists the Director of Talent and Equity in implementing school district and departmental goals and objectives in relation to all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy). The Personnel Manager coordinates the daily operations of the Office of Personnel and Talent Development, including Personnel staff and Reception/Switchboard. In addition, the Personnel Manager is responsible for oversight of all certified staffing and maintains and updates the Connecticut Educator Data System for district certified staff, including new hires, annual assignments, transfers, and leaves of absence, to ensure that all certified staff are in compliance with requirements set forth by the Connecticut State Department of Education Bureau of Educator Standards and Certification.

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- SHRM Certified Professional (SHRM-CP) credential or other HR certification strongly preferred
- Valid driver's license

###### EDUCATION

- Bachelor's degree in Human Resources, Business Administration, or similar field required
- Master's degree in Human Resources, Labor Relations or similar field strongly preferred

###### EXPERIENCE

- Eight to ten (8-10) years of professional experience with personnel and talent management, or labor relations, preferably in a public-school district
- Supervisory experience necessary

##### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Demonstrated knowledge of, and experience with, state and federal laws and statutes including but not limited to Workers' Compensation, OSHA, ADA, FLSA, FMLA, and ACA
- Ability to manage compliance with state and federal employment laws
- Must possess excellent verbal and written communication skills
- Proficient with Microsoft Office and Google Workspace
- Ability to deal objectively, fairly, and courteously with people in a racially, ethnically, and culturally diverse work setting
- Ability to organize and manage time, and follow through under pressure



- Ability to establish and maintain effective working relationships with various stakeholders
- Ability to coordinate work with others; focused on a team approach
- Ability to compile and analyze data and to prepare reports
- Ability to create an environment to enhance the professional growth of the Personnel and Talent Development Office
- Ability to facilitate and coordinate department meetings to create a culture of collaboration and accountability
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to provide support and exemplary customer service in all Personnel functions while coordinating the daily operations of the Office of Personnel and Talent Development, and Reception/Switchboard
  - Oversees the maintenance of the online job application and recruitment system, online employee records system, and onboarding process for new hires
  - Manages the teacher salary advancement request process in accordance with the Local 871 contract
  - Maintains and updates all certified staffing and position control, including collaborating with the Finance and Payroll departments to ensure staffing is aligned with the district budget, reviewing certified hiring recommendations and candidate employment history to prepare salary offers, coordinating all aspects of the annual internal Teacher Vacancy List process, and providing appropriate district departments updates on employee transfers or status changes
  - Collaborates with the Director of Talent and Equity to work with district administrators to address certified staffing issues
  - Collaborates with the Payroll department and the Local 871 teacher sick bank committee/designee to oversee and maintain the Local 871 collective bargaining union sick bank
  - Evaluates requirements for various state certifications and prepares and submits the necessary paperwork to the Connecticut SDE on behalf of the district, including Durational Shortage Area Permits (DSAP), Resident Educator certification, and Temporary Emergency Coaching Permits
  - Maintains personnel files for certification status, seniority, salary information, tenure and other required information
  - Notifies certified staff of their tenure status with the district in accordance with state tenure law
- Responsibility areas include oversight of staffing, compensation, employee performance and evaluations for non-certified staff, compliance, and personnel related law
- Supervises and evaluates the Personnel Benefits Supervisor, Personnel Specialist, Personnel Assistant and Receptionist and Switchboard Operator
- Oversees the district entries and exits in the Connecticut Educator Data System for all certified staff, including new hires, annual assignments, assignment changes, and leaves of absence
- Oversees the district extracurricular assignments position control and compliance with the district budget
- Oversees state certification compliance, including the monitoring of certification expiration dates and completion of Connecticut ED 126 (employment verification) forms
- Tracks administrative leaves, ensuring absences are properly reflected in Absence Management system
- Manages compliance with state and federal employment laws, and all related state and federal reporting
- Assists in development of, and ensures compliance with, personnel and labor policies
- Oversees the district leave request process in collaboration with the Director of Talent and Equity and the Personnel Benefits Supervisor
- Oversees all aspects of the district workers' compensation process to ensure compliance with state statutes, including preparing for legal proceedings that arise in conjunction with the Workers' Compensation legal team
- Oversees the district OSHA recording and reporting process, and completion of annual OSHA and Bureau of Labor Statistics reports
- Prepares workers' compensation settlement proposals and presents to Senior Leadership for approval to be placed on Board of Education agenda

- Maintains communication with union leadership and works collaboratively with the Director of Talent and Equity, Union officials and administration to address issues
- Coordinates the Personnel Committee meeting materials, including job description revisions and new position requests
- Collaborates with the Director of Talent and Equity to ensure Employee Handbook reflects district policies and procedures
- Oversees summer school staffing in collaboration with other district departments
- Assists in the oversight of district substitute service provider operations
- Coordinates purchase orders, billing, and the department budget in collaboration with the Director of Talent and Equity
- Coordinates with the Communications Department to assist with Personnel Department resources maintenance on district website
- Oversees switchboard coverage and operations
- Assists in the preparation of materials and information for matters related to the CHRO, EEOC, OCR, and other state and federal agencies, as requested
- Supports investigation and coordination of Workers' Compensation and FMLA claims

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Talent and Equity

## EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

Travel to schools, trainings and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary aligned with Local 818 contract, Grade 2a
- Exempt position

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours
- Mileage reimbursement

### UNION AFFILIATION

Not applicable

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 10/2016  
 REVISED SA: 08/2021  
 REVISED: 04/2024 HB  
 PERSONNEL REVIEW: Month/Day/Year  
 BOARD APPROVED: Month/Day/Year



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**PERSONNEL & TALENT DEVELOPMENT**

## **Benefits Specialist**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Under the direct supervision of the Personnel and Talent Manager.

#### **PRIMARY FUNCTION**

Responsible for assisting with the administration of all benefit, retirement, including medical, dental and vision for employee group insurance plan and benefits for the school district's 1,800 employees.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

##### **EDUCATION**

Required:

- Associates degree in HR or related field

Strongly Preferred:

- Bachelor's degree in human resources or related field of study.
- SHRM Certified Professional (SHRM-CP) credential or other benefits certification.

##### **EXPERIENCE**

A minimum of two years' experience in benefits administration strongly preferred.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Strong knowledge of employee benefits and applicable laws.
- Working knowledge of insurance programs, including coverage, claims procedures, and related billings.
- Knowledge of FMLA laws and processes.
- Excellent written and customer service skills.
- Excellent organizational and time management skills.
- Proficient with Microsoft Office Suite and Google Workplace.
- Ability to coordinate work with others; focused on a team approach.
- Ability to establish and maintain a responsive and positive customer service approach when working with others.
- Ability to work independently with a minimum of supervisory direction.
- Ability to establish and maintain multi-faceted files and records systems.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Assists all employees, retirees, and spouses by providing general information, and claims assistance on insurance programs.
- Performs liaison and intermediary services between employees, units, and insurance carriers.

- Coordinates and ensures accuracy of all employee enrollment into insurance plans with accurate eligibility information.
- Consistently updates benefits and pension records to reflect individual or group changes.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Notifies employees and retirees of insurance plan and rate changes.
- Prepares accounts payable and sends checks to carriers with summary reports of changes.
- Record personnel change in central personnel files and adjust employee records for insurance coverage.
- Provides insurance and benefits information to new employees during orientation period.
- Presents and assists with annual workshops for employees at various sites within district.
- Maintains records of active, retired, and non-certified employees' group insurance programs.
- Keeps abreast of new laws and implements changes in the coordination of benefits and record keeping as advised.
- Assists the Personnel and Talent Manager of the Board's Policy and Administrative Procedures on Family and Medical Leave.
- Collates and distributes employee benefit packets.
- Prepares timely and accurate statistical reports for carriers.
- Maintains Personnel and Talent Development files related to employee benefits and leaves.
- Coordinates quality checks of benefit-related data.

## ADDITIONAL DUTIES

Assist with hiring coordination during summer months.

## EQUIPMENT

Personal computer, laptop and printer.

## TRAVEL REQUIREMENTS

Occasional travel may be required.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Benefits and salary same as Local 818 contract, Grade 7.

### WORK SCHEDULE

Must work standard schedule and overtime as needed.

### UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

Local budget.

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*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

REVISED/APPROVED (Summer Auth.): 6/2021 MM



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
PERSONNEL & TALENT DEVELOPMENT

## Benefits Specialist Personnel Benefits Supervisor

### POSITION SPECIFICATIONS

#### REPORTS TO

Under the direct supervision of the Personnel and Talent Manager. **Personnel Manager**

#### PRIMARY FUNCTION

The Personnel Benefits Supervisor is responsible for **managing and** assisting with the administration of all ~~benefit, retirement, including medical, dental and vision for employee group insurance plan and benefits~~ **employee benefit and compensation programs** for the school district's **4,800 active and retired** employees. The Personnel Benefits Supervisor assists the Personnel Manager in oversight and supervision of Personnel staff to ensure efficient and effective job performance and daily operations. In addition, the Personnel Benefits Supervisor is responsible for assisting with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy).

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

- **SHRM Certified Professional (SHRM-CP) credential or other benefits certification strongly preferred**
- **Valid driver's license**

##### EDUCATION

###### Required:

- ~~Associates degree in HR or related field~~
- **Bachelor's degree in human resources Human Resources, Business Administration, or related similar field of study required**

###### Strongly Preferred:

- ~~Bachelor's degree in human resources or related field of study.~~
- ~~SHRM Certified Professional (SHRM-CP) credential or other benefits certification.~~

##### EXPERIENCE

- A minimum of two years' **of experience in benefits administration strongly preferred required**

#### SKILLS, KNOWLEDGE & ABILITIES

- **Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance**
- Strong knowledge of employee benefits and applicable **state and federal** laws.
- Working knowledge of insurance programs, including coverage, claims procedures, and related billings.
- **Strong knowledge of FMLA laws and processes.**
- ~~Excellent written and customer service skills.~~
- **Ability to prepare oral and written communications for distribution to CSDNB employees, union representatives, insurance providers, legal counsel, state agencies and brokers**
- Excellent organizational and time management skills.
- Proficient with Microsoft Office Suite and Google **Workspace Workplace.**

- Ability to coordinate work with others; focused on a team approach-
- ~~Ability to establish and maintain a responsive and positive customer service approach when working with others.~~
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to work independently with a minimum of supervisory direction-
- Ability to establish and maintain multi-faceted files and records systems-
- Ability to facilitate and coordinate department meetings to create a culture of collaboration and accountability
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands, and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to educate on benefit assets
  - Provides insurance and benefits information to new employees during orientation period-
  - Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries-
  - Notifies employees and retirees of insurance plan and rate changes-
  - Communicates various benefit offerings and opportunities with employees via workshops and written correspondence
  - Processes MERS retirement applications
- Assists all employees, retirees, and spouses by providing general information, and claims assistance on insurance programs-
- Organizes and disseminates information regarding benefits packages to employees ~~Collates and distributes employee benefit packets.~~
- ~~Performs liaison and intermediary services between employees, units, and insurance carriers.~~
- Serves as a liaison and intermediary between multiple stakeholders (collective bargaining units, insurance providers, employees, legal counsel, state agencies, brokers) to resolve benefits-related issues
- ~~Coordinates and ensures accuracy of all employee enrollment into insurance plans with accurate eligibility information.~~
- Coordinates and ensures accuracy of all employee and retiree benefits data through reporting (enrollments, deductions, coverage, beneficiaries)
- Consistently updates benefits and pension records to reflect individual or group changes-
- ~~Record personnel change in central personnel files and adjust employee records for insurance coverage.~~
- Maintains records of active, and retired, and non-certified employees' group insurance programs-
- Coordinates quality checks of benefits-related data-
- Assists with the administration of FSA benefits
- ~~Prepares accounts payable and sends checks to carriers with summary reports of changes.~~
- Prepares accounts payable and sends payments to providers with premium reports (LTD, EAP, life insurance)
- ~~Presents and assists with annual workshops for employees at various sites within district.~~
- Keeps abreast of new laws and implements changes in the coordination of benefits and record keeping as advised-
- ~~Assists the Personnel and Talent Manager of with the Board's Policy and Administrative Procedures on Family and Medical Leave.~~
- Oversees employee leave process relative to compliance with federal regulations
- Maintains Personnel and Talent Development files related to employee benefits and leaves-
- Collaborates with Personnel leadership on relevant Board Policies and Administrative procedures to ensure compliance with legislation
- Reviews unemployment claims, responds to Department of Labor requests and attends hearings as needed
- Prepares timely and accurate federal and state statistical reports for carriers and agencies (CT TRB Health Subsidy, OPEB Report)
- Oversees the 1095-C process annually and submits all necessary data reports to the IRS
- Collaborates with the City of New Britain staff to provide guidance for wellness initiatives
- Supervises and evaluates the Personnel Assistant and Administrative Secretary to the Board & Personnel

## ADDITIONAL DUTIES

~~Assist with hiring coordination during summer months.~~ Performs other related tasks assigned by the Director of Talent and Equity or Personnel Manager

## EQUIPMENT

~~Personal computer, laptop and printer.~~ Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

~~Occasional travel may be required.~~ Travel to schools, trainings and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary ~~same as~~ aligned with Local 818 contract, Grade 7- 2b
- Exempt position

### WORK SCHEDULE

- ~~Must work standard schedule and overtime as needed.~~
- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours
- Mileage reimbursement

### UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

~~Local budget.~~

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 06/2021 MM  
BOARD APPROVED (Summer Authority): 06/2021 MM  
REVISED: 04/2024 KS  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Personnel Benefits Supervisor

#### POSITION SPECIFICATIONS

##### REPORTS TO

Personnel Manager

##### PRIMARY FUNCTION

The Personnel Benefits Supervisor is responsible for managing and assisting with the administration of all employee benefit and compensation programs for the school district's active and retired employees. The Personnel Benefits Supervisor assists the Personnel Manager in oversight and supervision of Personnel staff to ensure efficient and effective job performance and daily operations. In addition, the Personnel Benefits Supervisor is responsible for assisting with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy).

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- SHRM Certified Professional (SHRM-CP) credential or other benefits certification strongly preferred
- Valid driver's license

###### EDUCATION

- Bachelor's degree in Human Resources, Business Administration, or similar field required

###### EXPERIENCE

- A minimum of two years of experience in benefits administration required

##### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Strong knowledge of employee benefits and applicable state and federal laws
- Working knowledge of insurance programs, including coverage, claims procedures, and related billings
- Strong knowledge of FMLA laws and processes
- Ability to prepare oral and written communications for distribution to CSDNB employees, union representatives, insurance providers, legal counsel, state agencies and brokers
- Excellent organizational and time management skills
- Proficient with Microsoft Office and Google Workspace
- Ability to coordinate work with others; focused on a team approach
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to work independently with a minimum of supervisory direction
- Ability to establish and maintain multi-faceted files and records systems
- Ability to facilitate and coordinate department meetings to create a culture of collaboration and accountability



- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands, and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to educate on benefit assets
  - Provides insurance and benefits information to new employees during orientation period
  - Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries
  - Notifies employees and retirees of insurance plan and rate changes
  - Communicates various benefit offerings and opportunities with employees via workshops and written correspondence
  - Processes MERS retirement applications
- Assists all employees, retirees, and spouses by providing general information, and claims assistance on insurance programs
- Organizes and disseminates information regarding benefits packages to employees
- Serves as a liaison and intermediary between multiple stakeholders (collective bargaining units, insurance providers, employees, legal counsel, state agencies, brokers) to resolve benefits-related issues
- Coordinates and ensures accuracy of all employee and retiree benefits data through reporting (enrollments, deductions, coverage, beneficiaries)
- Consistently updates benefits and pension records to reflect individual or group changes
- Maintains records of active and retired employee group insurance programs
- Coordinates quality checks of benefits-related data
- Assists with the administration of FSA benefits
- Prepares accounts payable and sends payments to providers with premium reports (LTD, EAP, life insurance)
- Keeps abreast of new laws and implements changes in the coordination of benefits and record keeping as advised
- Oversees employee leave process relative to compliance with federal regulations
- Maintains Personnel and Talent Development files related to employee benefits and leaves
- Collaborates with Personnel leadership on relevant Board Policies and Administrative procedures to ensure compliance with legislation
- Reviews unemployment claims, responds to Department of Labor requests and attends hearings as needed
- Prepares timely and accurate federal and state statistical reports for carriers and agencies (CT TRB Health Subsidy, OPEB Report)
- Oversees the 1095-C process annually and submits all necessary data reports to the IRS
- Collaborates with the City of New Britain staff to provide guidance for wellness initiatives
- Supervises and evaluates the Personnel Assistant and Administrative Secretary to the Board & Personnel

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Talent and Equity or Personnel Manager

## EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

Travel to schools, trainings and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary aligned with Local 818 contract, Grade 2b
- Exempt position

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours
- Mileage reimbursement

### UNION AFFILIATION

Not applicable

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 06/2021 MM  
BOARD APPROVED (Summer Authority): 06/2021 MM  
REVISED: 04/2024 KS  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**PERSONNEL & TALENT DEVELOPMENT**

## **Talent Specialist**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Director of Personnel and Talent Development.

#### **PRIMARY FUNCTION**

- Provides administrative assistance to the Talent Development Office.
- Coordinates the staffing and hiring process for certified staff.
- Coordinates the workers' compensation claims and OSHA reporting for the district.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

Motor vehicle operator's license or ability to provide own transportation.

##### **EDUCATION**

Bachelor's degree, in a related field preferred.

##### **EXPERIENCE**

A minimum of 2 years prior experience working in talent development, human resources or other related field.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Ability to coordinate work with others.
- Must be able to maintain strict confidentiality and a high level of integrity.
- Ability to describe and report work orally or in writing and draft correspondence.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to work independently with minimum supervision or direction.
- Ability to use a computer and various software applications.
- Ability to follow and apply federal and state laws and statutes regarding workers' compensation, employee staffing and other Talent areas.
- Ability to type with speed and accuracy.
- Ability to compile and analyze data and to prepare reports.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Receives oral and written instruction from supervisor.
- Plans and organizes work according to department or standard procedures.
- Establishes priorities within work assignments.
- Maintains personnel files for certification status, seniority, job classification, salary information, tenure and other required information.
- Composes letters and reports, including Board of Education agenda. Distributes post-agenda

correspondence.

- Provides district departments (including Payroll and MIS) updates on employee transfers or status changes.
- Maintains and updates master staffing list and position control.
- Maintains and updates current list of vacancies.
- Prepares job postings for certified and non-certified vacancies, processes correspondence and maintains related files.
- Assists in the maintenance of the online job application and recruitment system. Assists district users and external applicants with technical issues.
- Assists in the preparation and publication of newspaper educational classified ads.
- Posts extracurricular assignments and maintains extracurricular files. Prepares yearly extracurricular assignments listing for Board of Education.
- Assists in the coordination of interviews for vacant positions. Communicates with candidates as appropriate. Prepares materials for interview committees and performs other administrative tasks for the interview process.
- Responsible for signing up new employees. Administers hiring paperwork and guides new hire through the process. Maintains communication with administrators, Payroll and others regarding the new-hire's status.
- Schedules and administers written employment tests, corrects tests and calculates results, distributes scores as appropriate and maintains record of tests.
- Maintains and disseminates union seniority lists.
- Prepares and distributes staff evaluation and vacation lists.
- Assures compliance with state certification requirements, including monitoring of certification expiration dates. Notifies certified staff of impending certification expirations, as needed.
- Evaluates and processes teacher certification renewals, loan forgiveness applications and other forms as necessary.
- Compiles and updates state reports as needed, including the EDS report.
- Receives and files employee workers' compensation claims with insurance company and provides necessary follow-up on each claim.
- Serves as liaison between employees, supervisors, workers' compensation insurance company and district occupational health center.
- Prepares OSHA reports for each employee injury and files annual OSHA reports. Distributes 300A forms to each district location for posting from February to April every year.
- Assists in the coordination and scheduling of staff recognition events.
- Assists in the planning and process for conducting the State of Connecticut Teacher Reading Survey.
- Prepares materials for meetings and conferences.
- Orders supplies and materials, processes POs and reimbursements as needed.
- Screens incoming correspondence or calls and refers to appropriate staff members.

## ADDITIONAL DUTIES

- Develops and updates forms and procedures as necessary.
- Shares responsibility for greeting customers, opening and distributing mail, answering and responding to incoming phone calls.
- Responds to employment verification requests from current employees, or forwards requests on to appropriate department.
- Attends workshops and trainings as necessary to stay informed of new laws and works with the department to implement procedure changes as appropriate.
- Performs other related tasks as assigned by supervisor.

## EQUIPMENT

Uses personal computer, printer, copier, scanner, facsimile, and other related equipment.

## TRAVEL REQUIREMENTS

Occasional travel to schools, trainings and meetings may be required.

## TERMS OF EMPLOYMENT

## SALARY & BENEFITS

Salary and benefits the same as Local 818 at Grade 7.

#### WORK SCHEDULE

- Standard 37.5 hour per week work schedule and overtime as needed.
- Ability to work flexible hours.

#### UNION AFFILIATION

Not applicable.

#### FUNDING SOURCE

This position is funded through the local budget.

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*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 7/18 HB  
BOARD APPROVED: 07/31/2018



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
PERSONNEL & TALENT DEVELOPMENT

## Personnel Talent Specialist

### POSITION SPECIFICATIONS

#### REPORTS TO

Director of Personnel **Manager** and Talent Development.

#### PRIMARY FUNCTION

- ~~Provides administrative assistance to the Talent Development Office.~~
- ~~Coordinates the staffing and hiring process for certified staff.~~
- ~~Coordinates the workers' compensation claims and OSHA reporting for the district.~~

The Talent Specialist provides administrative assistance to the Office of Personnel and Talent Development. The Talent Specialist coordinates the external hiring and onboarding process for district staff, and coordinates all aspects of the district's non-certified staffing including internal and external vacancy postings, test requirements, displacements, position control, and transfers while ensuring compliance with the collective bargaining units. In addition, the Talent Specialist provides administrative support in the areas of non-certified evaluations, workers' compensation, and OSHA.

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

- ~~Motor vehicle operator's~~ **Valid driver's** license or ability to provide own transportation.

##### EDUCATION

- Bachelor's degree in Human Resources, Business Administration, or similar field preferred**
- ~~Bachelor's degree, in a related field preferred.~~

##### EXPERIENCE

- A minimum of 2 years prior experience working in talent development, human resources or other related field **strongly preferred**

#### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance**
- Ability to coordinate work with others, and establish and maintain cooperative working relationships with others**
- Ability to establish priorities within work assignments, and plan and organize work according to department or standard procedures**
- ~~Must be able to maintain strict confidentiality and a high level of integrity.~~
- ~~Ability to describe and report work orally or in writing and draft correspondence.~~
- ~~Ability to establish and maintain cooperative working relationships with others.~~
- ~~Ability to work independently with minimum supervision or direction.~~
- ~~Ability to use a computer and various software applications.~~

- Ability to follow and apply federal and state laws and statutes regarding workers' compensation, employee staffing and other **Personnel Talent** areas-
- ~~Ability to type with speed and accuracy.~~
- **Proficient with Microsoft Office and Google Workspace**
- Ability to compile and analyze data and to prepare reports-
- **Ability to maintain confidentiality in all stages of the employee lifecycle**
- **Ability to provide effective and efficient customer service to diverse clients and stakeholder**
- **Ability to engage in reflection and self-evaluation for professional growth**
- **Must be able to be understood in face-to-face communications and speak with a level of proficiency**
- **Must be able to use technology, walk, use hands and stand for prolonged periods**
- **Must be able to push, pull or lift at least 15 pounds**

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- **Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to provide exemplary customer service in all Personnel functions**
  - **Coordinates the maintenance of the online job application and recruitment system, and online employee records system, to include training of hiring administrators.** Assists district users and external applicants with technical issues-
  - **Oversees the onboarding of new hires and participates in all aspects of the onboarding process including contacting candidates to provide formal job offers, preparing onboarding materials, reviewing completed onboarding documents and requirements, scheduling new hire appointments, and meeting with new hires** ~~Responsible for signing up new employees. Administers hiring paperwork and guides new hire through the process. Maintains communication with administrators, Payroll and others regarding the new hire's status.~~
  - Schedules and administers written employment tests, corrects tests and calculates results, distributes scores as appropriate and maintains record of tests-
  - **Oversees non-certified employee evaluation process and tracking (probationary, annual, bi-annual, administrative concern)**
  - Evaluates and processes coursework preapproval requests and tuition reimbursements for eligible non-certified staff-
  - **Maintains and updates non-certified staffing and position control, including collaborating with the Finance and Payroll departments to ensure staffing is aligned with the district budget, reviewing non-certified hiring recommendations, posting non-certified vacancies in accordance with collective bargaining agreements, including the annual internal paraeducator vacancy lists, and providing appropriate district departments updates on employee transfers or status changes**
  - ~~Prepares and distributes non-certified staff evaluation and vacation request forms lists.~~
- ~~Receives oral and written instruction from supervisor.~~
- ~~Plans and organizes work according to department or standard procedures.~~
- ~~Establishes priorities within work assignments.~~
- ~~Maintains personnel files for certification status, seniority, job classification, salary information, tenure and other required information.~~
- Composes letters and reports, including Board of Education **personnel transactions, and agenda** distributes post-agenda correspondence-
- ~~Provides district departments (including Payroll and MIS) updates on employee transfers or status changes.~~
- ~~Maintains and updates master staffing list and position control.~~
- ~~Maintains and updates current list of vacancies.~~
- ~~Prepares job postings for certified and non-certified vacancies, processes correspondence and maintains related files.~~
- ~~Assists in the preparation and publication of newspaper educational classified ads.~~
- **Oversees the posting and awarding of** ~~Posts~~ extracurricular assignments and ~~maintains extracurricular files.~~ prepares **monthly** ~~yearly~~ extracurricular assignments **report** listing for **the** Board of Education-
- ~~Assists in the coordination of interviews for vacant positions. Communicates with candidates as appropriate. Prepares materials for interview committees and performs other administrative tasks for the interview process.~~
- **Maintains communication with non-certified union leadership and under the direction of department leadership, works collaboratively with union and administration to address issues**

- Prepares regular statistical reports on staffing and retention
- Oversees non-employee district placements, including contracted employees, volunteers, tutors, and other external provider placements
- Assists in the summer school staffing process, including the processing of Community-Based Organization (CBO) volunteers
- Works in collaboration with Recruitment and Placement Specialist to support the district's university partnerships to coordinate the processing of student teachers, clinical interns and college student field placements
- Maintains and disseminates union seniority lists **in accordance with union contracts.**
- ~~Assures compliance with state certification requirements, including monitoring of certification expiration dates. Notifies certified staff of impending certification expirations, as needed.~~
- ~~Evaluates and processes teacher certification renewals, loan forgiveness applications and other forms as necessary.~~
- Compiles and updates state **and federal** reports as needed, including **but not limited to** the ~~EDS report~~ **Connecticut Non-Certified Staff Report, and the EEO-5 report.**
- Receives and files employee workers' compensation claims with insurance company and provides necessary follow-up on each claim, **servicing** ~~serves~~ as liaison between employees, supervisors, workers' compensation insurance company and district occupational health center.
- Prepares OSHA reports for **each recordable** employee ~~injuries, injury~~ and files annual OSHA reports **and Bureau of Labor Statistics reports, and distributes OSHA 300A forms** to each district location for posting from February to April every year.
- **Responds to employment verification requests from current employees, or forwards requests to appropriate department**
- **Shares responsibility for greeting customers, and answering and responding to incoming phone calls**
- ~~Assists in the coordination and scheduling of staff recognition events.~~
- ~~Assists in the planning and process for conducting the State of Connecticut Teacher Reading Survey.~~
- ~~Prepares materials for meetings and conferences.~~
- ~~Orders supplies and materials, processes POs and reimbursements as needed.~~
- ~~Screens incoming correspondence or calls and refers to appropriate staff members.~~

## ADDITIONAL DUTIES

- **Performs other related tasks assigned by the Director of Talent and Equity or Personnel Manager**
- ~~Develops and updates forms and procedures as necessary.~~
- ~~Shares responsibility for greeting customers, opening and distributing mail, answering and responding to incoming phone calls.~~
- ~~Responds to employment verification requests from current employees, or forwards requests on to appropriate department.~~
- ~~Attends workshops and trainings as necessary to stay informed of new laws and works with the department to implement procedure changes as appropriate.~~
- ~~Performs other related tasks as assigned by supervisor.~~

## EQUIPMENT

~~Uses personal computer, printer, copier, scanner, facsimile, and other related equipment.~~ **Uses computers, network systems, provided district technology and job-related equipment as required**

## TRAVEL REQUIREMENTS

Occasional travel to schools, trainings and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- ~~Salary and benefits the same as Local 818 at Grade 7.~~ **Benefits and salary aligned with Local 818 contract, Grade 7**
- **Non-exempt position**



## WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours as directed and overtime as needed
- ~~Standard 37.5 hour per week work schedule and overtime as needed.~~
- ~~Ability to work flexible hours.~~

## UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

~~This position is funded through the local budget.~~

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~~Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.~~

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 07/2018 HB  
BOARD APPROVED: 07/31/2018  
REVISED: 04/2024 HB  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Personnel Specialist

#### POSITION SPECIFICATIONS

##### REPORTS TO

Personnel Manager

##### PRIMARY FUNCTION

The Talent Specialist provides administrative assistance to the Office of Personnel and Talent Development. The Talent Specialist coordinates the external hiring and onboarding process for district staff, and coordinates all aspects of the district's non-certified staffing including internal and external vacancy postings, test requirements, displacements, position control, and transfers while ensuring compliance with the collective bargaining units. In addition, the Talent Specialist provides administrative support in the areas of non-certified evaluations, workers' compensation, and OSHA.

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- Valid driver's license

###### EDUCATION

- Bachelor's degree in Human Resources, Business Administration, or similar field preferred

###### EXPERIENCE

- A minimum of 2 years prior experience working in talent development, human resources or other related field strongly preferred

##### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Ability to coordinate work with others, and establish and maintain cooperative working relationships with others
- Ability to establish priorities within work assignments, and plan and organize work according to department or standard procedures
- Ability to describe and report work orally or in writing and draft correspondence
- Ability to work independently with minimum supervision or direction
- Ability to follow and apply federal and state laws and statutes regarding workers' compensation, employee staffing and other Personnel areas
- Proficient with Microsoft Office and Google Workspace
- Ability to compile and analyze data and to prepare reports
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to engage in reflection and self-evaluation for professional growth

- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to provide exemplary customer service in all Personnel functions
  - Coordinates the maintenance of the online job application and recruitment system, and online employee records system, to include training of hiring administrators. Assists district users and external applicants with technical issues
  - Oversees the onboarding of new hires and participates in all aspects of the onboarding process including contacting candidates to provide formal job offers, preparing onboarding materials, reviewing completed onboarding documents and requirements, scheduling new hire appointments, and meeting with new hires
  - Schedules and administers written employment tests, corrects tests and calculates results, distributes scores as appropriate and maintains record of tests
  - Oversees non-certified employee evaluation process and tracking (probationary, annual, bi-annual, administrative concern)
  - Evaluates and processes coursework preapproval requests and tuition reimbursements for eligible non-certified staff
  - Maintains and updates non-certified staffing and position control, including collaborating with the Finance and Payroll departments to ensure staffing is aligned with the district budget, reviewing non-certified hiring recommendations, posting non-certified vacancies in accordance with collective bargaining agreements, including the annual internal paraeducator vacancy lists, and providing appropriate district departments updates on employee transfers or status changes
  - Prepares and distributes non-certified vacation request forms
- Composes letters and reports, including Board of Education personnel transactions, and distributes post-agenda correspondence
- Oversees the posting and awarding of extracurricular assignments and prepares monthly extracurricular assignments report for the Board of Education
- Maintains communication with non-certified union leadership and under the direction of department leadership, works collaboratively with union and administration to address issues
- Prepares regular statistical reports on staffing and retention
- Oversees non-employee district placements, including contracted employees, volunteers, tutors, and other external provider placements
- Assists in the summer school staffing process, including the processing of Community-Based Organization (CBO) volunteers
- Works in collaboration with Recruitment and Placement Specialist to support the district's university partnerships to coordinate the processing of student teachers, clinical interns and college student field placements
- Maintains and disseminates union seniority lists in accordance with union contracts
- Compiles and updates state and federal reports as needed, including but not limited to the Connecticut Non-Certified Staff Report, and the EEO-5 report
- Receives and files employee workers' compensation claims with insurance company and provides necessary follow-up on each claim, serving as liaison between employees, supervisors, workers' compensation insurance company and district occupational health center
- Prepares OSHA reports for recordable employee injuries, files annual OSHA and Bureau of Labor Statistics reports, and distributes OSHA 300A forms to each district location for posting from February to April every year
- Responds to employment verification requests from current employees, or forwards requests to appropriate department
- Shares responsibility for greeting customers, and answering and responding to incoming phone calls

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Talent and Equity or Personnel Manager

## EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

Occasional travel to schools, trainings and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary aligned with Local 818 contract, Grade 7
- Non-exempt position

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours as directed and overtime as needed

### UNION AFFILIATION

Not applicable

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

*The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.*

*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 07/2018 HB  
BOARD APPROVED: 07/31/2018  
REVISED: 04/2024 HB  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**PERSONNEL & TALENT DEVELOPMENT**

## **Staffing Assistant for Recovery**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Senior Talent Specialist

#### **PRIMARY FUNCTION**

Provides administrative assistance of a confidential, complex, and responsible nature to support the staffing and recruitment efforts for the District.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

Motor vehicle license or ability to provide own transportation.

##### **EDUCATION**

Associates degree required. Bachelor's degree preferred.

##### **EXPERIENCE**

Previous clerical experience required.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Must be able to maintain strict confidentiality and a high level of integrity.
- Ability to describe and report work orally or in writing and draft correspondence.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to work independently with minimal supervision or direction.
- Detail-oriented.
- Ability to use a computer and various software applications to include Word, Excel, and Google Applications.
- Ability to follow and apply federal and state laws and statutes with regard to employee staffing and other Human Resource areas.
- Ability to type with speed and accuracy.
- Ability to maintain complex files and records systems.
- Ability to prepare reports.
- Bilingual, Spanish-speaking preferred.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Receives oral or written instruction from supervisors.
- Plans, organizes and prioritizes work according to standard procedures.
- Schedules appointments and processes new hires.
- Screens incoming correspondence or calls and refers to appropriate staff members.
- Provides administrative assistance to the Personnel and Talent Development Office.
- Drafts correspondence.
- Assists with tracking non-certified performance evaluations and probationary employees.

- Processes employee resignations and retirements.
- Provides clerical support for district wellness initiatives.
- Responds to applicant inquiries and supports candidates with their application.
- Assists with annual personnel record maintenance and archiving.
- Facilitates new hire appointments.
- Prepares and reviews on boarding documentation prior to meeting with new hires.
- Contacts candidates to provide formal job offer notices.
- Sets up interviews for building administrators.
- Provides technical support to employees by researching and answering their questions.

## ADDITIONAL DUTIES

Perform other related tasks as assigned by supervisor.

## EQUIPMENT

Uses personal computer, printer, copier and other related equipment.

## TRAVEL REQUIREMENTS

Limited travel to schools.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Salary and benefits linked to pay grade 3B of the Local 1186 contract and eligible for step increase.
- \$22.72 per hour (Step 1)
- Non-exempt position.

### WORK SCHEDULE

- 37.5 hours per week and overtime as needed.
- Ability to work flexible hours.

### UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

Grant funded.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 03/2021 MM  
PERSONNEL REVIEW: 03/22/2021  
BOARD APPROVED: 04/05/21



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
PERSONNEL & TALENT DEVELOPMENT

## Personnel Assistant Staffing Assistant for Recovery

### POSITION SPECIFICATIONS

#### REPORTS TO

Personnel Manager and Personnel Benefits Supervisor ~~Senior Talent Specialist~~

#### PRIMARY FUNCTION

The Personnel Assistant provides administrative assistance of a confidential, complex, and responsible nature to support the seven employee lifecycle stages: attraction, recruitment, onboarding, development, retention, exit, and advocacy. ~~staffing and recruitment efforts for the District.~~ The Personnel Assistant provides support in functions including but not limited to staffing, leave requests, teacher certification, employee screenings, and performance evaluation.

#### QUALIFICATION PROFILE

##### CERTIFICATION / LICENSE

- Valid driver's license ~~Motor vehicle license or ability to provide own transportation.~~

##### EDUCATION

- Associate's degree required-
- Bachelor's degree preferred-

##### EXPERIENCE

- Previous clerical experience required-

#### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to maintain confidentiality in all stages of the employee lifecycle
- ~~Must be able to maintain strict confidentiality and a high level of integrity.~~
- Ability to describe and report work orally or in writing, and draft correspondence-
- Ability to establish and maintain cooperative working relationships with others-
- Ability to work independently with minimal supervision or direction-
- ~~Must be detail-oriented.~~
- Proficient with Microsoft Office and Google Workspace ~~Ability to use a computer and various software applications to include Word, Excel, and Google Applications.~~
- Ability to follow and apply federal and state laws and statutes with regard to employee staffing and other Personnel ~~Human Resource~~ areas-
- Ability to coordinate department procedures and events
- ~~Ability to type with speed and accuracy.~~
- Ability to maintain complex files and records systems-
- Ability to prepare reports-

- ~~Bilingual, Spanish-speaking preferred.~~
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to assist in the daily operations of the Personnel and Talent Development Office to ensure efficient customer service
  - Responds to applicant inquiries and supports candidates with their application-
  - Sets up interviews for building administrators-
  - Participates in all aspects of the onboarding process including contacting candidates to provide formal job offers, preparing onboarding materials, reviewing completed onboarding documents and requirements, scheduling new hire appointments, and meeting with new hires
  - Processes employee resignations, ~~and retirements, and terminations-~~
  - Assists with tracking non-certified performance evaluations and probationary employees.
  - Provides technical support to employees by researching and answering their questions-
  - Assists with internal staffing processes (teacher vacancy list, paraeducator vacancy list, summer school) when necessary
  - Responsible for assisting with, preparing, and submitting confidential department forms (CT ED 126 forms, loan forgiveness applications, CT PA 16-67 forms, employment verification forms, etc.)
  - Responds to employee leave requests by verifying eligibility and issuing appropriate paperwork, and tracks leave progress and employee return to work
- Assists with processing non-employees, volunteers, School-Based Health Center staff, Pupil Services contracted employees, community-based organizations, student teachers, clinical interns, and field placements
- Collaborates with the Personnel Manager and the Personnel Specialist to prepare and facilitate the extracurricular application process and awarding of positions
- Assures compliance with state certification requirements, including the monitoring of certification expiration dates, and notifies staff of impending certification expirations as needed
- Collaborates with the Finance department to process invoices and purchase orders
- Assists the Personnel Benefits Supervisor with health insurance enrollments and healthcare-related inquiries
- Receives, reviews and files background screen results for non-certified staff. Informs department leadership of any issues and follows up with employees and/or administrators as appropriate
- Processes, tracks and maintains files for the DCF Child Abuse and Neglect Registry screenings. Informs department leadership of any issues and follows up with employees and/or administrators as appropriate
- Provides clerical support for district wellness initiatives-
- ~~Manages personnel records appropriately and~~ Assists with annual personnel record maintenance and archiving-
- Receives oral or written instruction from supervisors-
- Plans, organizes and prioritizes work according to standard procedures-
- ~~Schedules appointments and processes new hires.~~
- Screens incoming correspondence or calls and refers to appropriate staff members-
- Provides administrative assistance to the Personnel and Talent Development Office-
- Drafts correspondence-
- Shares responsibility for greeting customers, and answering and responding to incoming phone calls
- ~~Facilitates new hire appointments.~~
- ~~Prepares and reviews on boarding documentation prior to meeting with new hires.~~
- ~~Contacts candidates to provide formal job offer notices.~~

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Talent and Equity, Personnel Manager, or Personnel Benefits Supervisor  
~~Perform other related tasks as assigned by supervisor.~~

## EQUIPMENT



Uses computers, network systems, provided district technology and job-related equipment as required  
~~Uses personal computer, printer, copier and other related equipment.~~

## TRAVEL REQUIREMENTS

Limited travel to schools, trainings, and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary aligned with Local 1186 contract, Grade 6B
- ~~Salary and benefits linked to pay grade 3B of the Local 1186 contract and eligible for step increase.~~
- ~~\$22.72 per hour (Step 1)~~
- Non-exempt position.

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours as directed and overtime as needed
- ~~37.5 hours per week and overtime as needed.~~
- Ability to work flexible hours.

### UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

Grant funded.

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 03/2021 MM  
PERSONNEL REVIEW: 03/22/2021  
BOARD APPROVED: 04/05/21  
REVISED: 04/2024 HB  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Personnel Assistant

#### POSITION SPECIFICATIONS

##### REPORTS TO

Personnel Manager and Personnel Benefits Supervisor

##### PRIMARY FUNCTION

The Personnel Assistant provides administrative assistance of a confidential, complex, and responsible nature to support the seven employee lifecycle stages: attraction, recruitment, onboarding, development, retention, exit, and advocacy. The Personnel Assistant provides support in functions including but not limited to staffing, leave requests, teacher certification, employee screenings, and performance evaluation.

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- Valid driver's license

###### EDUCATION

- Associate's degree required
- Bachelor's degree preferred

###### EXPERIENCE

- Previous clerical experience required

##### SKILLS, KNOWLEDGE & ABILITIES

- Strong knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to maintain confidentiality in all stages of the employee lifecycle
- Ability to describe and report work orally or in writing, and draft correspondence
- Ability to establish and maintain cooperative working relationships with others
- Ability to work independently with minimal supervision or direction
- Must be detail-oriented
- Proficient with Microsoft Office and Google Workspace
- Ability to follow and apply federal and state laws and statutes with regard to employee staffing and other Personnel areas
- Ability to coordinate department procedures and events
- Ability to maintain complex files and records systems
- Ability to prepare reports
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency
- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy) to assist in the daily operations of the Personnel and Talent Development Office to ensure efficient customer service
  - Responds to applicant inquiries and supports candidates with their application
  - Sets up interviews for building administrators
  - Participates in all aspects of the onboarding process including contacting candidates to provide formal job offers, preparing onboarding materials, reviewing completed onboarding documents and requirements, scheduling new hire appointments, and meeting with new hires
  - Processes employee resignations, retirements, and terminations
  - Assists with tracking non-certified performance evaluations and probationary employees
  - Provides technical support to employees by researching and answering their questions
  - Assists with internal staffing processes (teacher vacancy list, paraeducator vacancy list, summer school) when necessary
  - Responsible for assisting with, preparing, and submitting confidential department forms (CT ED 126 forms, loan forgiveness applications, CT PA 16-67 forms, employment verification forms, etc.)
  - Responds to employee leave requests by verifying eligibility and issuing appropriate paperwork, and tracks leave progress and employee return to work
- Assists with processing non-employees, volunteers, School-Based Health Center staff, Pupil Services contracted employees, community-based organizations, student teachers, clinical interns, and field placements
- Collaborates with the Personnel Manager and the Personnel Specialist to prepare and facilitate the extracurricular application process and awarding of positions
- Assures compliance with state certification requirements, including the monitoring of certification expiration dates, and notifies staff of impending certification expirations as needed
- Collaborates with the Finance department to process invoices and purchase orders
- Assists the Personnel Benefits Supervisor with health insurance enrollments and healthcare-related inquiries
- Receives, reviews and files background screen results for non-certified staff. Informs department leadership of any issues and follows up with employees and/or administrators as appropriate
- Processes, tracks and maintains files for the DCF Child Abuse and Neglect Registry screenings. Informs department leadership of any issues and follows up with employees and/or administrators as appropriate
- Provides clerical support for district wellness initiatives
- Manages personnel records appropriately and assists with annual personnel record maintenance and archiving
- Receives oral or written instruction from supervisors
- Plans, organizes and prioritizes work according to standard procedures
- Screens incoming correspondence or calls and refers to appropriate staff members
- Provides administrative assistance to the Personnel and Talent Development Office
- Drafts correspondence
- Shares responsibility for greeting customers, and answering and responding to incoming phone calls

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Talent and Equity, Personnel Manager, or Personnel Benefits Supervisor

## EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

Limited travel to schools, trainings, and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary aligned with Local 1186 contract, Grade 6B
- Non-exempt position

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours as directed and overtime as needed

### UNION AFFILIATION

Not applicable

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: 03/2021 MM  
PERSONNEL REVIEW: 03/22/2021  
BOARD APPROVED: 04/05/21  
REVISED: 04/2024 HB  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**PERSONNEL & TALENT DEVELOPMENT**

## **Administrative Secretary for the Board and Talent**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Board Chairperson and Personnel and Manager of Personnel & Talent Development

#### **PRIMARY FUNCTION**

- Provides administrative assistance of a confidential, complex and responsible nature to the Board of Education and the Personnel and Talent Development Office.
- Coordinates activities of the Board of Education.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

Motor vehicle license or ability to provide own transportation.

##### **EDUCATION**

Associates degree required. Bachelor's degree preferred.

##### **EXPERIENCE**

Previous clerical experience required.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Ability to coordinate work with others.
- Must be able to maintain strict confidentiality and a high level of integrity.
- Ability to describe and work orally or in writing.
- Ability to compose letters and memos.
- Ability to establish and maintain cooperative working relationships.
- Ability to relate to the public, staff members and parents in an effective and courteous manner.
- Ability to work independently with a minimum of supervisory direction.
- Proficient in the use of Office Applications (i.e. Microsoft Word, Excel, and PowerPoint).
- Ability to follow and apply federal and state laws and statutes.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings and prepare reports.
- Ability to establish and maintain complex files and records.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Receives oral or written instruction from supervisors.
- Plans, organizes and prioritizes work according to standard procedures
- Coordinates the activities of the Board of Education.
- Responsible for the maintenance of the Board Policy Manual and the distribution of new/revised Board policies.
- Provides support to the Board related to state and national offices and activities.

- Coordinates and facilitates recognition events for staff and others.
- Assures compliance with the State Department of Education requirements.
- Drafts correspondence.
- Prepares materials for all Board meetings and conferences.
- Screens incoming correspondence or calls and refers to appropriate staff members.
- Compiles and coordinates data for action by the Board.
- Maintains running account of Board expenditures by line-item accounts.
- Provides administrative assistance to the Personnel and Talent Development Office.
- Schedules appointments and processes new hires.
- Distributes mail to Board members and the Personnel and Talent Development Office.
- Prepares purchase orders.

## ADDITIONAL DUTIES

- May respond to requests for information from schools, state, federal, and professional organizations.
- Performs other related tasks as directed by supervisors.

## EQUIPMENT

Uses personal computer, printer, copier and other related equipment.

## TRAVEL REQUIREMENTS

Travel to schools.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Salary and benefits linked to pay grade 6B of the Local 1186 contract.
- Non-exempt position.

### WORK SCHEDULE

- 37.5 hours per week and overtime as needed.
- Ability to work flexible hours required.
- Work schedule includes numerous evenings per month.

### UNION AFFILIATION

Not applicable.

## FUNDING SOURCE

Local funding.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: April 2016  
 BOARD APPROVED: 05/02/16  
 REVISED: 2/21/19  
 PERSONNEL REVIEW: 2/25/19  
 BOARD APPROVED: 3/4/19  
 REVISED: 05/18/22 MM  
 PERSONNEL REVIEW: 05/13/22  
 BOARD APPROVAL: 06/06/2022



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Administrative Secretary for the Board and Talent **Personnel**

#### POSITION SPECIFICATIONS

##### REPORTS TO

Board Chairperson and Personnel and Manager of Personnel & Talent Development **Benefits Supervisor**

##### PRIMARY FUNCTION

The Administrative Secretary for the Board and Personnel provides administrative assistance of a confidential, complex and responsible nature to the Board of Education and Personnel and Talent Development Office. In addition, the Administrative Secretary for the Board and Personnel is responsible for assisting with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy).

- Provides administrative assistance of a confidential, complex and responsible nature to the Board of Education and the Personnel and Talent Development Office.
- Coordinates activities of the Board of Education.

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

~~Motor vehicle license or ability to provide own transportation.~~

- Valid driver's license

###### EDUCATION

- Associate's degree required. Bachelor's degree preferred.
- Bachelor's degree preferred

###### EXPERIENCE

- Previous clerical experience required.

##### SKILLS, KNOWLEDGE & ABILITIES

- Working knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Must be detail-oriented
- Ability to coordinate work with others.
- ~~Must be able to maintain strict confidentiality and a high level of integrity.~~
- Ability to maintain confidentiality in all stages of the employee lifecycle and all matters of the Board
- ~~Ability to describe and work orally or in writing.~~
- ~~Ability to compose letters and memos.~~
- Ability to prepare oral and written communications for distribution to Board of Education members, CSDNB employees and stakeholders
- Ability to establish and maintain cooperative working relationships.
- ~~Ability to relate to the public, staff members and parents in an effective and courteous manner.~~
- Ability to provide effective and efficient customer service to diverse clients and stakeholders

- Ability to work independently with **minimal supervision or direction** ~~a minimum of supervisory direction.~~
- **Proficient with Microsoft Office and Google Workspace**
- ~~Proficient in the use of Office Applications (i.e. Microsoft Word, Excel, and PowerPoint).~~
- Ability to follow and apply federal and state laws and statutes-
- Ability to type with speed and accuracy-
- Ability to take minutes of meetings and prepare reports-
- Ability to establish and maintain complex files and records-
- **Ability to engage in reflection and self-evaluation for professional growth**
- **Must be able to be understood in face-to-face communications and speak with a level of proficiency**
- **Must be able to use technology, walk, use hands and stand for prolonged periods**
- **Must be able to push, pull or lift at least 15 pounds**

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- **Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit and advocacy) to assist in the daily operations of the Personnel and Talent Development Office to ensure efficient customer service**
  - **Participates in all aspects of the onboarding process including contacting candidates to provide formal job offers, preparing onboarding materials, reviewing completed onboarding documents and requirements, scheduling new hire appointments, and meeting with new hires**
  - **Sets up interviews for building administrators**
  - **Assists the Director of Talent and Equity with coordination and facilitation of employee events including New Teacher Orientation, Teacher of the Year and Paraeducator of the Year**
  - **Assists with the processing of all employee resignations and retirements**
- ~~Receives oral or written instruction from supervisors-~~
- ~~Plans, organizes and prioritizes work according to standard procedures-~~
- ~~Coordinates the activities of the Board of Education-~~
- ~~Responsible for the maintenance of the Board Policy Manual and the distribution of new/revised Board policies-~~
- ~~Provides support to the Board related to state and national offices and activities-~~
- ~~Coordinates and facilitates recognition events for staff and others-~~
- ~~Assures compliance with the State Department of Education requirements-~~
- ~~Drafts correspondence-~~
- ~~Prepares materials for all Board meetings, **workshops** and conferences-~~
- ~~Screens incoming correspondence or calls and refers to appropriate staff members-~~
- ~~Compiles and coordinates data for action by the Board-~~
- ~~Maintains running account of Board expenditures by line-item accounts-~~
- ~~Provides administrative assistance to the Personnel and Talent Development Office-~~
- ~~Schedules appointments and processes new hires-~~
- ~~Distributes mail to Board members and the Personnel and Talent Development Office-~~
- **Assists with FOIA requests**
- **Responds to requests for information from schools, and state, federal and professional organizations**
- **Facilitates personnel record/file reviews requested by employees**
- **Assists the Personnel Benefits Supervisor with health insurance enrollments and healthcare related inquiries**
- **Provides administrative assistance with unemployment appeal hearings**
- ~~Prepares purchase orders-~~
- **Shares responsibility for greeting customers, and answering and responding to incoming phone calls**

## ADDITIONAL DUTIES

- ~~May respond to requests for information from schools, state, federal, and professional organizations-~~
- ~~Performs other related tasks as directed by supervisors-~~
- **Performs other related tasks assigned by the Director of Talent and Equity, Personnel Manager, or Personnel Benefits Supervisor**

## EQUIPMENT

~~Uses personal computer, printer, copier and other related equipment.~~ **Uses computers, network systems,**



provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

~~Travel to schools.~~ Limited travel to schools, trainings and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- ~~Salary and benefits linked to pay grade 6B of the Local 1186 contract.~~
- Benefits and salary aligned with Local 1186 contract, Grade 6B
- Non-exempt position-

### WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours as directed and overtime as needed-
- ~~Ability to work flexible hours required.~~
- Work schedule includes numerous evenings per month-

### UNION AFFILIATION

Not applicable-

## FUNDING SOURCE

Local funding-

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*Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview.*

CREATED: April 2016  
BOARD APPROVED: 05/02/16  
REVISED: 2/21/19  
PERSONNEL REVIEW: 2/25/19  
BOARD APPROVED: 3/4/19  
REVISED: 05/18/22 MM  
PERSONNEL REVIEW: 05/13/22  
BOARD APPROVED: 06/06/2022  
REVISED: 04/2024 KS  
PERSONNEL REVIEW: Month/Day/Year  
BOARD APPROVED: Month/Day/Year



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

### Administrative Secretary for the Board and Personnel

#### POSITION SPECIFICATIONS

##### REPORTS TO

Board Chairperson and Personnel Benefits Supervisor

##### PRIMARY FUNCTION

The Administrative Secretary for the Board and Personnel provides administrative assistance of a confidential, complex and responsible nature to the Board of Education and Personnel and Talent Development Office. In addition, the Administrative Secretary for the Board and Personnel is responsible for assisting with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit, and advocacy).

##### QUALIFICATION PROFILE

###### CERTIFICATION / LICENSE

- Valid driver's license

###### EDUCATION

- Associate's degree required
- Bachelor's degree preferred

###### EXPERIENCE

- Previous clerical experience required

##### SKILLS, KNOWLEDGE & ABILITIES

- Working knowledge of collective bargaining agreements, board policies and administrative procedures to ensure compliance
- Must be detail-oriented
- Ability to coordinate work with others
- Ability to maintain confidentiality in all stages of the employee lifecycle and all matters of the Board
- Ability to prepare oral and written communications for distribution to Board of Education members, CSDNB employees and stakeholders
- Ability to establish and maintain cooperative working relationships
- Ability to provide effective and efficient customer service to diverse clients and stakeholders
- Ability to work independently with minimal supervision or direction
- Proficient with Microsoft Office and Google Workspace
- Ability to follow and apply federal and state laws and statutes
- Ability to type with speed and accuracy
- Ability to take minutes of meetings and prepare reports
- Ability to establish and maintain complex files and records
- Ability to engage in reflection and self-evaluation for professional growth
- Must be able to be understood in face-to-face communications and speak with a level of proficiency

- Must be able to use technology, walk, use hands and stand for prolonged periods
- Must be able to push, pull or lift at least 15 pounds

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Communicates with employees throughout all stages of the employee lifecycle (attraction, recruitment, onboarding, development, retention, exit and advocacy) to assist in the daily operations of the Personnel and Talent Development Office to ensure efficient customer service
  - Participates in all aspects of the onboarding process including contacting candidates to provide formal job offers, preparing onboarding materials, reviewing completed onboarding documents and requirements, scheduling new hire appointments, and meeting with new hires
  - Sets up interviews for building administrators
  - Assists the Director of Talent and Equity with coordination and facilitation of employee events including New Teacher Orientation, Teacher of the Year and Paraeducator of the Year
  - Assists with the processing of all employee resignations and retirements
- Receives oral or written instruction from supervisors
- Plans, organizes and prioritizes work according to standard procedures
- Coordinates the activities of the Board of Education
- Responsible for the maintenance of the Board Policy Manual and the distribution of new/revised Board policies
- Provides support to the Board related to state and national offices and activities
- Assures compliance with the State Department of Education requirements
- Drafts correspondence
- Prepares materials for all Board meetings, workshops and conferences
- Screens incoming correspondence or calls and refers to appropriate staff members
- Compiles and coordinates data for action by the Board
- Maintains running account of Board expenditures by line-item accounts
- Provides administrative assistance to the Personnel and Talent Development Office
- Distributes mail to Board members and the Personnel and Talent Development Office
- Assists with FOIA requests
- Responds to requests for information from schools, and state, federal and professional organizations
- Facilitates personnel record/file reviews requested by employees
- Assists the Personnel Benefits Supervisor with health insurance enrollments and healthcare related inquiries
- Provides administrative assistance with unemployment appeal hearings
- Prepares purchase orders
- Shares responsibility for greeting customers, and answering and responding to incoming phone calls

## ADDITIONAL DUTIES

Performs other related tasks assigned by the Director of Talent and Equity, Personnel Manager, or Personnel Benefits Supervisor

## EQUIPMENT

Uses computers, network systems, provided district technology and job-related equipment as required

## TRAVEL REQUIREMENTS

Limited travel to schools, trainings and meetings may be required

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Benefits and salary aligned with Local 1186 contract, Grade 6B
- Non-exempt position

## WORK SCHEDULE

- Twelve-month work year
- 37.5 hours per week, with the ability to work flexible hours as directed and overtime as needed
- Work schedule includes numerous evenings per month

## UNION AFFILIATION

Not applicable

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