

## **Newburgh Enlarge City School District**

**Date Adopted: August 20, 2025**

### **Title: Human Resource Generalist**

**General Statement of Duties:** Perform and support operations within the school district, including recruiting, onboarding, benefits administration, compliance, employee relations, and performance management, while ensuring alignment with district policies and the unique needs of educators and staff

**Distinguishing Features of the Class:** The Human Resources Generalist provides comprehensive HR services for all employee groups in the school district, ensuring compliance with the district's policies and procedures. The role requires interaction with administrators, faculty, staff, and outside agencies to address staffing needs, employee relations, and regulatory requirements. The role is performed with considerable independence and requires confidentiality, discretion, sound judgment, strong organizational and interpersonal skills, and a commitment to an equitable, inclusive workplace that supports student success.

### **Examples of Work: Illustrative Only**

- Performs administrative functions related to human resources for the school district.
- Posting vacancies, participates in the hiring of personnel for teaching, administrative, and support roles; coordinate with principals and department heads to identify staffing needs.
- Conduct background checks, employment verifications, and ensure compliance with New York State Education Department (NYSED), civil service, and district-specific regulations.
- Support the facilitation new hire orientation, onboarding sessions, and welcome programs tailored to educators and staff.
- Manage HR programs including compensation, benefits, leave (sick, personal, FMLA), performance reviews, disciplinary processes, investigations, and recognition initiatives.
- Address and resolve inquiries from applicants, teachers, support staff, and administrators; escalate complex issues to HR leadership.
- Maintain compliance with federal, state, and local employment laws (e.g. NYS civil service rules, education code) and HR best practices.
- Coordinate professional development tracking, mandatory training (e.g. DASA, Title IX), and continuing education compliance.
- Stay current with HR trends, employment law changes, and educational workforce-related technologies.
- Support HR projects such as policy development, diversity and inclusion initiatives, and collective bargaining implementation.
- Perform other practices assigned to support the smooth operation of the school district.

## **Required Knowledge, Skills and Abilities**

- Excellent oral and written communication, with sensitivity to diverse school communities.
- Strong interpersonal, negotiation, and conflict-resolution capabilities.
- Superior organizational, analytical, and time-management skills, with attention to detail.
- High integrity, discretion, and the ability to maintain confidentiality.
- Thorough understanding of HR and employment laws, especially those applicable to school districts and civil service.
- Proficiency with Microsoft Office and other standard office platforms, and ability to learn and use district HRIS and talent management systems such as Win Cap, OLAS, and Frontline.

## **Minimum Qualifications: Either;**

- A. Bachelor's Degree and two years of full time paid experience in human resources or business administration or closely related field, or
- B. Associate's Degree and four years of full time paid experience in human resources or business administration or closely related field.