

Class Specification for EMPLOYMENT MANAGER

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SCHOOL DISTRICTS
CLASS SPECIFICATION**Title : EMPLOYMENT MANAGER**
Code: 060040 ECA
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Competitive**GENERAL STATEMENT OF DUTIES**

Supervises all phases of employment management for both certified and civil service personnel in a School District and assists Superintendent of School and department heads in personnel planning; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position is administrative and involves recruitment, interviewing and selection of personnel and supervision of clerical staff.

TYPICAL DUTIES

1. Recruits, interviews, and evaluates applicants and assists appointing officer in selection of employees.
2. Reviews all personnel actions for conformity with professional certification or civil service rules and regulations.
3. Supervises and instructs clerical personnel in procedures and the preparation of required employment reports and actions and the maintenance of records.
4. Conducts and supervises classification and compensation studies for the district, as required.
5. Advises employees on health insurance, retirement and other employee benefits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the principles and practices of public personnel management.
2. Knowledge of professional, technical and clerical position requirements appropriate to a public school district.
3. Ability to interview and evaluate applicants' qualifications.
4. Ability to plan and supervise the work of subordinate personnel.
5. Ability to express ideas clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university and either

1. Two years experience in public personnel administration
or
2. Three years experience in personnel administration in private enterprise.

NOTE: Experience in excess of two years as outlined in (1) above, or in excess of three years as outlined in (2) above, may be substituted for college on a year-for-year basis up to a maximum of two years.

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