



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
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To: Superintendent
From: Chief Operating Officer
Date: December 2, 2019
Re: Human Relations Assistant additional duties

The Human Relations Assistant has been asked to take on several duties outside of her job description. I request that the Committee consider amending the job description. I have attached a proposed amendment.

I request that the salary for this position be increased \$5,000.00 in consideration of these additional duties. At \$75,000.00, the salary will be equal to the salary of Area Facility Manager. I request that this new salary be retroactive to the start date of October 28, 2019.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

**Human Relations Assistant
Office of Finance & Operations**

QUALIFICATIONS:

1. Bachelor's Degree preferred, but significant work experience in HR also considered.
2. Highly motivated and requiring little supervision to achieve quality work.
3. Experience in K-12 education.
4. Expertise in human resources best practices and legal/compliance requirements.
5. Superior customer service skills.
6. Highly organized and detail-oriented; ability to manage multiple projects and assignments.
7. Working knowledge of various local and state human resource mandates.
8. Excellent organizational, interpersonal skills, and communication skills.
9. An understanding of current educational best practices in an urban setting.

PERFORMANCE RESPONSIBILITIES:

The position of Human Relations Assistant was established to enhance employee relations throughout the school organization. The position will be primarily dedicated to delivering services to employees and also serve as a liaison for all HR functions to the schools. The position will work closely with teachers, school and district leadership, community partners, and the finance department.

Specific Responsibilities:

1. Process day-to day HR actions (benefits, onboarding, employee relations, compliance, etc.)
2. Assist with staffing logistics; optimize systems and processes.
3. Provide guidance to principals on employee matters and HR functions.
4. Works with a variety of stakeholders to assist with all human resource functions including but not limited to: Recruitment, Hiring, Benefits, Employee Relations, Labor Relations, Compliance, Records Management, and Data Reporting.
5. Acts as a liaison to schools and departments by offering consultation and support on best practices, regulations, policies, and processes.
6. Assist with recruiting, interviewing and hiring of new employees which reflect the richness of Lowell's diversity.
7. Manage Family Medical Leave Act requirements.
8. Assist with employee licensure and verification of employment.
9. Review, Reconcile, and Process Step, Grade, Credit, and Pay upgrades.
10. Process HR functions related to retirements, resignations, and off-payroll actions.
11. Process and review workplace injury reports.
12. **Manage the implementation and tracking of evaluations for personnel in the Office of Finance & Operations.**
13. **Manage the implementation and tracking of evaluations for unaffiliated personnel.**
14. Perform other human resource responsibilities or program requirements as assigned by the Chief Operating Officer and Superintendent of Schools.

REPORTS TO: Chief Operating Officer

SALARY RANGE: \$75,000

TERMS OF EMPLOYMENT: Non-Affiliated, 12-month position, 227 Days