

Human Resources

Reports to **Superintendent**

Our demographics

Director: Gwendolyn Conner **Years in position:** 15 **In district:** 3 **In education:** 3

Staff: Julie Taylor, Administrative Assistant

Vanessa Ragle, Benefits Coordinator

Jane Trimnal, Human Resources Coordinator

Arlene Lathan, Receptionist/Records Clerk

Location: District Annex, 307/309 S. Catawba Street, Lancaster, SC 29720

Our focus

Our focus is to provide exemplary educators and support staff in order to provide a quality education to all students of Lancaster County.

Our functions

- **Human Resources Director:**
 - Provides for the recruitment, selection, retention and training, orientation and evaluation of professional and non-professional staff
 - Maintains programs of ADEPT, STARTS and No Child Left Behind
 - Title IX Coordinator for the district
 - Assist Superintendent with legal matters
 - Acts in the absence of the Superintendent
 - Handles all personnel conflicts and grievances
 - Maintains the Human Resources budget
 - Assists with the allocation of the district and school budgets that primarily consists of 88% of salaries
 - Manages federal, state and district required reports for human resources
- **Human Resources Administrative Assistant:**
 - Provides assistance to the Human Resources Director by managing the Human Resources office to provide maximum support to the educational and operational operations of the district
 - Process all active and in-active verification of employment and teaching experience
 - Responsible for all certified student loan verification

- Performs criminal background checks on all new hires
- Prepare all district contracts for certified, non-professional and administrative employees
- Maintains substitute teacher database for all schools in district
- Data set-up of substitute teacher and cafeteria substitute payroll
- Prepare Human Resources budget and audit budget throughout the year
- Prepare all job advertisements and route all intra-district job postings
- Maintains database on all certified employees certificates for upgrades and payroll changes
- Responsible for teacher certifications
- Assists the public/district employees in providing information and/or referrals
- Acknowledge all applicants and receipt of applications
- **Benefits Coordinator:**
 - Provides assistance for new hires and conducts benefits conferences
 - Assists employees with retirement processing and schedules pre-retirement seminars
 - Input all insurance payroll deductions
 - Maintains monthly reconciliation for health insurance billing
 - Resolves insurance benefit problems for active and retired employees
 - Provides information to new and current employees, providers, and/or administrators
 - Process all termination paperwork and process COBRA notifications
 - Process paperwork for all insurance changes for employees
 - Process long term disability and retirement disability paperwork
 - Process death claims paperwork and notifications to the state retirement system
 - Process and maintains FMLA and maintain long term leave absentee reports
 - Maintains a variety of benefit information (401K information, new vision plan, etc.)
 - Provides a quarterly newsletter to keep employees aware of changes to their insurance.
 - Handles & distributes all materials for open and annual enrollments
- **Human Resources Coordinator:**
 - Ensures that personnel procedures conform to district policies
 - Provides information to potential certified applicants on positions within the district
 - Maintains records of employee status
 - Provides information and reports to employees within the district
 - Documents information and ensures processing of district/state/federal required reports
 - Processing certified applicants efficiently and directs other employees as required
 - Maintains and processes all certified personnel re-certifications

- Maintains all databases for the Human Resources department (CSI, Access, Excel, Applicant Tracking, etc.)
- Maintains sick leave bank
- Process all payroll form changes for all employees
- Coordinates transfer requests to administrative personnel
- Prevention Partners Coordinator
- **Receptionist/Records Clerk:**
 - Responds to inquiries from staff and the public and provides requested information and/or referral to other parties
 - Provides general clerical support
 - Maintains Human Resources records for personnel and benefits files
 - Ensures accuracy of information processing classified applicants efficiently
 - Processes requests from the district employees for the purpose of providing required information.
 - Processes demographic information data on all employees
 - Maintains classified applications database
 - Inputs all classified data information into applicant tracking
 - Human Resources Receptionist – greets all visitors at the District Annex
 - Afternoon receptionist for district office (4:30 to 5:00 pm)
 - Assist with flag duties – morning and afternoon

Our department strengths

- **Restructured Benefits:** Partnered with outside insurance management group to offer quality personal service for all employees. Together, we assist with new hire orientations and annual and open Enrollments to ensure that all employees get the individual attention to understand and make informed choices of their benefits.
- **Data Organization and Record Keeping:** All records are assessable and maintained in a professional manner.
- **Mentoring through STARTS program:** Provides assistance to first-year teachers.
- **Provide pertinent data to all district personnel:** Completes requested information in a timely and efficient manner for over 1,500 employees.
- **Available to provide assistance to all employees (open door policy):** We stop what we are currently working on to assist all employees and retirees that walk in to our offices. (We maintained a log

of visitors to our office. We had approximately 2,000 visitors to sign in over a six-month period, of which only 249 had appointments.)