

Human Resources

Reports to **Superintendent**

Our demographics

Director: Gwendolyn Conner **Years in position:** 16 **In district:** 4 **In education:** 4

Staff: Terese Green-Thomas (416-8937), Administrative Assistant to Director

Chiffon Davis (416-8937), 29-Hour Human Resources Clerk

Vanessa Ragle (416-8829), Benefits Coordinator

Jane Trimnal (416-8843), Human Resources Coordinator I

Melissa Whetstone (416-8838), Human Resources Coordinator II

Sharon Williams (416-8935), 29-Hour Benefits Assistant

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
 - 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

- **Administrative Assistant to Human Resources Director:**
 - Student loan forgiveness requests
 - Unemployment claims and appeals

- MOU/Coaching supplements issuance
 - MOU/Coaching supplements playoffs
 - Substitute application process
 - Doc-e-scan (primary)
 - Verification of employment requests
 - Universal name change requests
 - Payroll form database entry/tracking
 - Enter/edit employee information in CSI and employee database
 - Prepare travel authorization and claims
 - End-of-month copier reporting
 - Bulletin board postings
 - Job vacancies advertisements
 - Order office supplies
 - Place work orders (e.g. equipment, maintenance, shredder, phones)
- **29-Hour Human Resources Clerk:**
 - Recordkeeping
 - Recruitment packages
 - New hire orientation packages
 - Doc-e-scan (backup to primary)
- **Benefits Coordinator:**
 - Annual enrollment
 - Open enrollment
 - Employee leave (personal, sick, military, bereavement, etc.)
 - Family Medical Leave Act (FMLA)
 - Retirement
 - TERI
 - Dental
 - Medical
 - Health benefits
 - Disability

- Death benefits
- W-4
- Payroll deductions
- Employee Assistance Program (EAP)

- **Human Resources Coordinator I:**
 - Certified renewal request
 - Reporting (HQ, Title 1, Alpha Employees and Supply and Demand)
 - Sick Leave Bank committee
 - Smart Fusion/CSI position control data entry
 - Access employee database entry/backup
 - State Department of Education name change request

- **Human Resources Coordinator II:**
 - School board meetings
 - Certified application process
 - Non-certified (classified, 29-hour, grant, afterschool, etc.) application process
 - HR budget reporting
 - Initiate payroll form for all new hires
 - Initiate payroll form for resignations and terminations
 - Complete PACE confirmation of employment
 - Certified letters of intent notices
 - Classified letters of intent notices
 - Enter/edit employee information in CSI and employee database
 - Certificate change request
 - Verification of teacher experience requests
 - Letters of employment or agreement
 - Issue/Revise contracts (certified, administrative, professional)
 - Background/Sex Offender Registry checks
 - Access CERRA database
 - ADS reporting
 - National Board reporting

- PCSL reporting
- E-Verify reporting
- Recruitment fairs

- **29-Hour Benefits Assistant:**
 - Annual enrollment
 - Open enrollment
 - Employee Leave (personal, sick, military, bereavement, etc.)
 - Family Medical Leave Act (FMLA)
 - Retirement
 - TERI
 - Dental
 - Medical
 - Health benefits
 - Disability
 - Death benefits
 - W-4
 - Payroll deductions
 - Employee Assistance Program (EAP)

Our department strengths

- **Technological Advancement:** We recently implemented an on-line application system (AppliTrack) to better serve the needs of potential and current employees.
- **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.