



### **Rob Rosenberry, Director**

The Director provides leadership in human resources and policy and procedure development for the Berks County Intermediate Unit and serves as a resource to constituent school districts.

The Director also serves as the BCIU Management representative to the Berks County School Districts Health Trust (BCSDHT).

### **Alexis Luckhart, Assistant Director**

The Assistant Director administers the daily operations of the Office of Human Resources and provides central office human resources services for all programs of the Berks County Intermediate Unit.

### **Key Office Responsibilities**

#### **Talent Acquisition**

- Build relationships with sources for potential employees
- Manage applicant management system and provide guidance relative to its use
- Post / advertise vacant positions
- Review recommended candidates' credentials and ensure required documents are secured:
  - Act 168 Forms
  - Clearances
  - Megan's Law Review
  - References
  - Sanction Screening
- Tender official offers of employment
- Coordinate pre-employment drug test
- Monitor probationary periods
- Issue and replace photo identification cards
- New Hire Onboarding
- Contractor Onboarding
- Internships/Field Placements
- Stay and Exit Interviews
- Reasonable Assurance

#### **Attendance and Compensation**

- Conduct accumulation processes and record the use of the following:
  - Bereavement
  - Emergency Days
  - Jury Duty
  - Paid Time Off
  - Personal Days
  - Sick Days
  - Vacation Days
- Provide programs with specific leave balances
- Track, reconcile and complete processes relative to compensatory time
- Prepare salary calculations
- Prepare annual salary notifications
- Leaves of Absence Management including the following:
  - Family and Medical Leave
  - Long-term Disability
  - Workers' Compensation

## CONTACT US

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## Benefits Administration

- Administer Medical, Prescription, Dental, Vision, Life Insurance, and Long-term Disability Plans and Flexible Spending Account Program
  - Consolidated Omnibus Budget Reconciliation Act (COBRA) Administration
  - Manage and administer Annual Open Enrollment
  - Process enrollment changes, prepare payroll deductions and/or process waivers
  - Provide claims assistance to the extent possible due to HIPAA
- Administration and Communication of Quest Employee Assistance Program
- Public School Employees' Retirement System (PSERS)
- Manage Tuition Reimbursement Program

## Compliance

- For Certificated Staff:
  - Monitor Level I to Level II certification/Act 45/Act 48
  - Monitor Tenure status and process permanent contracts
  - Student Loan Forgiveness
  - Teacher Information Management System (TIMS) application management
- Ensure compliance relative to the following:
  - Act 126 (Child Abuse Recognition and Reporting)
  - Act 153 (Clearances)
  - Annual Non-Discrimination Statement
  - Department of Transportation (DOT) and non-DOT physicals and random drug testing
  - Form I-9
  - Nursing Mothers Program
  - Workplace Posters
- Completion of Act 168 Forms
- Track Support Staff Credentials
- Conduct bi-annual Motor Vehicle Report (MVR) checks
- Americans with Disabilities Act

## Human Resources Administration

- Create and maintain position descriptions
- Maintain personnel files
- Subpoenas/Requests for Records
- Employment Verifications
- Skills Testing
- Process Personal Information Changes
- Manage Employee Referral Program
- Maintain Organizational Charts
- Unemployment Compensation Administration
  - Providing reasonable assurance letter
  - Responding to claim questionnaires
- Service Awards
- United Way
- Provide guidance relative to Performance Improvement Plans
- Provide guidance relative to and/or assist with employee investigations and recommended actions

## Additional Responsibilities

- Management of Federal Bureau of Investigation (FBI) Fingerprinting Services
- Manage Guest Teacher Program

