Mary Franciscus, 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

Mary Franciscus
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Tina Blatt
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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