

Caroline Shafto



EXPERIENCE

Township of Jackson — Personnel Clerk

September 2019 - PRESENT

Assisting Personnel Officer in day to day tasks such as, onboarding and offboarding processes of employees, orientation for new hires, designating training to new & current employees, acknowledgement of State Health Benefits & Pension (Benefitsolver) enrollments and maintenance, administering COBRA benefits; Detailed processing for FMLA/FLI/Disability; Responsible for paying health benefits and department bills, requisitioning, report pulling through Edmunds, Prime Point, and SHBP. Auditing systems for accuracy (saved the Township 3k a month from 2020 audit). Knowledge of Civil Service rules, regulations and data systems. Handling time and attendance issues/concerns/training, maintaining accurate ACA records; Data entry for workers compensation, follow ups and maintenance of files. Keeping personnel files well maintained and organized, acknowledgment of retention schedule and requirements. OPRA requests; OSHA reporting. Knowledge of different bargaining agreements, rules and regulations. Working with labor attorneys to handle progressive discipline procedures. Maintaining communication with all employees, department heads and residents when necessary.

CareBridge Home Care, Sea Girt — Staff Coordinator/Human Resource Specialist

December 2016 - September 2019

Handling all inquiries for services, recruitment- onboarding and offboarding, assigning annual trainings to caregivers to maintain certification, renewals of certifications, performing background checks, data entry for both clients and employees, managing high levels of phone traffic, assigning caregivers to new or fill in cases, scheduling nurses for monthly updated care plans, open communications with office staff and supervisors. Managing a well organized office space. Cleaned up filing systems for a more accurate performance. Handling employee/client issues and concerns. Meeting with State Officers for annual audits.

Proficient SKILLS

State Health Benefits -
EPIC/MBOS/CAIR
(Benefitsolver)

Prime Point Time Systems

Excel

Microsoft

Edmunds

Appointmate Scheduling
System

GovPilot

Civilplus (Township Website)

Civil Service Commission

Lesson Plans

Classroom Preparation &
Organizational Skills

Lightbridge Academy, Manasquan — *Lead Teacher*

February 2012- December 2019

Educating young children, lesson plans, day to day activities, prepping materials for lessons, activities and crafts; maintaining a safe, clean and comforting environment for children, parents and coworkers; Great communication skills between coworkers & parents through communication systems and in person interactions. Back to school night presentations and parent teacher conferences.

EDUCATION

HR Horizons Certification, Civil Service Commission Based Certification Course - Completed 6/2023

Ocean County College, —Working towards *Associates Degree (56 Credits)*

Majoring in Liberal Arts/Early Childhood Development

Point Pleasant Boro High School, — *High School Diploma*

Reference

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