

## **Job Title: Human Resource Coordinator (s)**

**Location:** Lauderdale County Schools, Alabama

**Position Type:** Full-Time

**Reports To:** Human Resource Director

**FLSA Status:** Exempt

### **Job Goal:**

Assist in the administration of human resources services for the school system employees, specifically focusing on funding, budgeting, and personnel management.

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### **Essential Duties and Responsibilities:**

- **Personnel Actions Management:**
  - Enter and process personnel actions including hires, leaves of absence, status changes, resignations, terminations, and retirements.
  - Monitor and complete Personnel Board approval request eForms and prepare personnel exhibits for board meeting agendas.
  - Verifies certification credentials for individuals recommended for Board actions.
  - Knowledgeable of Various Alternative Certifications
  - Process new hire E-Verification
  - Verify background check completion on new hires.
- **Collaboration with CSFO:**
  - Works concurrently with the CSFO and bookkeeping payroll department to manage position control within the Next Gen and Budget Works systems.
  - Facilitate accurate reporting and updates on personnel units and salary changes within different associated source funds such as foundation units and Title funds.
- **Funding and Budgeting Oversight:**
  - Assist the CSFO and Human Resource in maintaining accurate salary schedules and supplements, ensuring alignment with budget constraints and personnel data.
  - Manage transfers, location changes, and resignations within the financial systems.
- **Data Management and Configuration:**
  - Oversee the management and configuration of personnel information within the Frontline Absence and Time Management system.
  - Maintain accurate and up-to-date employee certification data, initiating renewals as necessary.
  - Works cooperatively and productively with supervisors and other system employees to ensure the system's vision, goals, and strategies are implemented and provide all pertinent data to all appropriate personnel within a designated time frame.
- **Recruitment and Onboarding:**
  - Coordinate recruitment events, pre-screening of applicants, and manage job vacancy reporting.
  - Oversee onboarding processes, including New Hire Orientation, ensuring all necessary documentation is completed concurrently with HR Director.
  - Assists in ensuring appropriate policies and procedures are followed (e.g. processing of personnel actions, including new hires, transfers, terminations, and completion of state report (s) for the purpose of being timely accurate, legal, and meeting organizational objectives.
- **Grievances and Policy Compliance:**

- Handle employee grievances and maintain grievance files in accordance with board policies and procedures.
  - Assist with the completion and submission of required forms for alternative routes of teacher certification.
  - **Payroll Support:**
    - Assist the payroll department to ensure accurate and timely salary payments, including calculations based on experience, degree, employment date, and other criteria.
    - Process ALSDE EXP form and years of experience and new hire reporting for all new hires.
  - **Records Management:**
    - Maintain and secure all paper and electronic personnel files, ensuring confidentiality and compliance with state and federal regulations concurrently with other HR coordinator.
    - Ensure updates to all personnel software and forms are current concurrently with other HR coordinator.
    - Assists in preparing and maintaining statistical information on all personnel, and submits the necessary statistical reports to the Board, State Department of Education, and the Equal Employment Opportunity Commission, or other agencies as required.
  - **Miscellaneous Duties:**
    - Perform other job-related duties as required to support the HR department and school system.
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## Qualifications:

- **Education:**
    - Bachelor's degree in Human Resources, Finance, Business Administration, or a related field as seemed fit by board of education or deemed by years of experience.
    - Equivalent combinations of training and experience will be considered.
  - **Experience:**
    - Minimum of 3 years of experience in human resources or financial coordination, preferably in an educational setting.
  - **Certifications:**
    - Valid AASBO (Alabama Association of School Business Officials) certification preferred or able to obtain with 1 year of employment.
  - **Skills:**
    - Strong knowledge of budgeting and funding processes in an educational context.
    - Familiarity with the school system's operational policies and procedures.
    - Strong knowledge of ethical guidelines relevant to the role.
    - Proficient in HR software and systems, particularly Next Gen, Budget Works, and Frontline.
    - Excellent organizational, analytical, and communication skills.
    - Ability to handle confidential information with integrity.
    - Proficient in common office software, including word processing and spreadsheet applications.
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**DISCLAIMER:** This job description is designed to provide a comprehensive overview of the responsibilities and qualifications for the Human Resource Coordinator (s) position (s) at Lauderdale County Schools, ensuring alignment with state and district requirements. This job description outlines the general nature and level of work performed by employees in this classification. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications for this role.