

Human Resources Coordinator

Human Resources Coordinator
JOB DESCRIPTION



JOB INFORMATION

TITLE: Human Resources Coordinator

EMPLOYEE GROUP: Classified
SHIFT: 232 days at 7.75 hours/day
TERM OF EMPLOYMENT: Per Classified Compensation Plan
HOLIDAYS: As Per School Calendar
LOCATION(S): District Administration Offices
RATE OF COMPENSATION: Per Classified Compensation Plan
FSLA: Exempt
Last Edited On: 01/30/2020

ADDITIONAL JOB CODES: 519
Board Approval Date: 03/02/2020

ORGANIZATION

DEPARTMENT: Administration
REPORTS TO: Business Manager and Assistant Superintendent

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JOB SUMMARY & QUALIFICATIONS

SUMMARY

As the Human Resources Coordinator, this person has the responsibility to operate under general supervision to perform a variety of duties in support of the District's personnel functions.

QUALIFICATIONS

The Human Resources Coordinator shall:

- a. Possess a high school diploma;
- b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
- c. Possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
- d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. General Human Resources and Personnel Support Functions
- b. Workers' Compensation Support
- c. Clearances and Building Access Control
- d. Miscellaneous Projects

CORE RESPONSIBILITIES

The Human Resources Coordinator has the following core responsibilities:

- a. General Human Resources and Personnel Support Functions
 1. Responsible for all input and routine quality control of the Personnel management software(s);
 2. Manage and serve as main contact for the District's online employment portal and employee electronic records software. Duties implemented within this application include:
 - a) Job postings;
 - b) Application and interview process coordination;
 - c) Annual Professional, Aide, and Extra Duty intention process coordination;
 - d) Annual District-wide Registration and Annual Notice process;
 - e) Employment onboarding and demographic related processes; and
 - f) District forms distribution and data collections, as needed.
 3. Maintain the Professional and Classified Staff Handbooks;
 4. Maintain the Human Resources webpage on the District Intranet and Internet;
 5. Coordinate the Benefits and Vendor Fair portion of Opening, Closing, Retirement Events;
 6. Assist with staff recruitment actions;
 7. Extend recruitment efforts to Social medias and print publications when needed;
 8. New Hire Orientation;
 9. Coordinate and maintain the District's compliance training software;
 10. Maintain regular attendance with the Assistant Superintendent at the CAIU Human Resources Advisory Committee meeting and solicitor sponsored training events when necessary;
 11. Attend all meetings with the District's insurance consultant to discuss employee usage of benefits and how it affects the annual budget;
 12. Discuss preparations for the annual open enrollment, coordinate meetings, and attend all open enrollment meetings;
 13. Assist in organizing and providing needed data for district reports as needed by Administration;
 14. Learn and be prepared to perform duties of Payroll Coordinator, process one pay annually.
- b. Workers' Compensation
 1. Maintain a record of all current Workers' Compensation policies.
 2. Prepare claims pertaining to Workers' Compensation insurance for district employees.
 3. Notify employee of posted panel of medical providers.
 4. Forward necessary paperwork to employee and carrier for completion to ensure payment of medical expenses.
 5. Coordinate and process all workers compensation insurance carrier claims; report and track any lost time for the injured employee and notify the business office of lost time due to an injury;
 6. Advocate for employee and District as needed throughout entire claim life cycle.

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- c. Clearances and Building Access Control
 - 1. Maintain and coordinate all clearances functions and required training processes for all groups including employees, volunteers, contracted services and construction process;
 - 2. Send, review, and archive all Act 168 correspondences; and
 - 3. Serve as the main contact and control for ID badge and swipe distribution. Duties also include annual data to for Staff ID picture day.
- d. Miscellaneous Projects
 - 1. Participate with the Wellness Leadership Committee;
 - 2. Assist with the Critical Incident Response Plan documentation;
 - 3. Membership with Certified Safety Committee and District Security Committee; and
 - 4. Distribute District-wide safety, weather related, and personnel specific announcements.

GENERAL RESPONSIBILITIES

The Human Resources Coordinator shall also:

- a. Assist other secretaries under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator.
- b. Perform all other duties as directed by Business Manager and/or District Administration; and
- c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

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TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;
- f. Ability to work independently and make work-related decisions;
- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.