Job Description
MOORE PUBLIC SCHOOLS

Job Title: **HR Coordinator/Supervisor**

Qualifications:

Credentials: None

Education: College degree in field preferred, equivalent certifications or years of experience in field considered. High School diploma and specialized vocational experience in or after high school in computers and basic office skills.

Training/Experience Required: 5 years of secretarial and/or clerical experience in a personnel/payroll environment. Minimum of 3 years with computer experience using word processing, databases, and/or spreadsheets. Minimum of 2 years working in a school system preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions, and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English. Must be able to conduct simple screening interviews and screen application forms based on job requirements and responses. Must be able to perform initial reference checks to verify information in the application form.

Data Recording/Record Keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Must be familiar with word processing, spreadsheet, and/or database software.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work for others concerning spelling and grammatical structure.

Job Goal (Purpose of Position): Performs lead and skilled-level personnel clerical and secretarial duties under general supervision to assist in the efficient functioning of the Personnel Office to enhance efficiency and effectiveness in the screening, hiring, induction, and retention of district employees. Receives and processes new applicants, maintains applicant database, and provides information to applicants and staff concerning personnel policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in person with the public to determine actual information needed. Must be able to elicit necessary information to make critical screening recommendations of applicants.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to elicit information, resolve problems, and provide information as requested. It requires following safety guidelines and policies to reduce personal accidents or injuries. It requires following school dress standards, proper attendance and leave policies, and other work habits concerns. Creativity, initiative, and effective problem-solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (Performance Responsibilities):

1. Oversees all clerical functions in the Personnel Department. Provides training and direction for new employees. Assigns work and prepares performance appraisals for staff.

2. Oversees and maintains personnel applications, records, cards, and files. Updates and/or processes changes or allows employees to review personnel records. Inputs applicant tracking and other qualifications into the computer for EEO purposes and for future screening. Oversees and maintains the database for certified and/or support applicants.

3. Prepares personnel portion of the Board agenda.

4. Assists with Para-professional personnel tasks such as posting available positions; accepting, processing, and maintaining applications, references, and job-related information on certified and/or support personnel. Provides necessary applicant information to the Director and to hiring supervisors. Schedules appointments for applicants with the Director.

5. Oversees new employee orientation and induction information for all new employees. Ensures that payroll receives necessary documentation on insurance, W-4, etc. Ensures that proper information is entered for each employee.

6. Ensures that staff keeps track of probationary periods for new employees; notifies appropriate personnel concerning change in status, pay, performance appraisal, etc.; maintains contract requirements as they relate to pay and benefits. Assists with data for salary surveys, personnel studies, and reports such as staff budgeting/vacancy savings, etc.

7. May conduct/handle background investigation/reference checks, drug testing requirements for new employees, and other investigations that are job-related. May record fingerprints for new hires and others as required.

8. Answers routine correspondence independently. Handles correspondence/reports of a confidential and highly important nature.

9. Notifies employees in writing of actions regarding requests for leave of absence, need for a doctor's statement to verify leave, lack of available negotiated leave, terminations, etc., as directed by the Personnel Director.

10. Maintains records on positions and job descriptions.

11. Oversees the processing of personnel/payroll changes and all leave absentee reports on a daily basis.

12. May assist with substitute teacher/temporary employee hiring and orientation.

13. Assists with federal, state, and district, or local reports. Such reports include workers' compensation, EEO, Department of Education, Department of Labor, etc.

14. Acts as an informational resource to employees regarding benefit programs, personnel policies and procedures, etc.

15. Performs clerical support functions using word processing and spreadsheets. Receives, directs and may perform simple interviews of visitors; handles telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages.

16. May assist in opening and distributing mail. Organizes and maintains various files, including confidential and tickler files. Performs photocopying as required. Schedules meetings and makes sure all information and arrangements are taken care of. May be required to make travel arrangements. Monitors and maintains a neat and organized office.

17. Performs backup to other clerical employees in the office during breaks and days off.

18. Must be able to perform tasks with sensitivity, confidentiality, and professionalism.

19. Process all certified payroll input into payroll system, to include new hires, any certified pay changes, resignations and leave of absences, completing all personnel action forms.

20. Track all emergency certifications and substitute pay until fully certified.

21. Process all school site extra duty pay.

22. Complete first yearly certified state report for accreditation purposes.

23. Handle all certification inquiries.

24. Performs other duties as assigned.

Supervision Exercised: An incumbent supervises other Personnel Clerks in the Department.

Site: Administrative Service Center

Reports To: Superintendent Designee

Physical/Mental Requirements and Working Conditions:
This is an office/clerical job with those physical/mental requirements that are included in the essential functions. Must be able to communicate on the telephone and in person.

Terms of Employment: 250 days per year

Salary: Set by Board

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved 12/13/2021