

POSITION TITLE: Human Resources Coordinator

FLSA: Exempt

REPORTS TO: Director of Human Resources

TERMS OF EMPLOYMENT: Days and benefits will be specified in the employee contract. Contract will be prorated based on the actual start date.

LOCATIONS: Service Center

QUALIFICATIONS

- Human Resources or related experience required
- Bachelor's degree preferred
- Highly motivated with strong organizational skills.
- Effective interpersonal and organizational skills.

DISTRICT VALUES

- We will always put student needs first.
- We believe relationships matter.
- We expect accountability.
- We operate with transparency.
- We prioritize student and staff safety.

ESSENTIAL JOB FUNCTIONS

- Responsible for the timely and accurate processing of salary-related documents to the Financial Services Department;
- Works in collaboration with the Payroll Coordinator to plan and implement all onboarding activities;
- Responsible for employment contract requests for new employees, employee changes, and educational increments;
- Serves as a point-of-contact for employees regarding HR programs, practices, and procedures;
- Responsible for reviewing contracts for accuracy prior to issuance, periodically throughout the school year, and annually at contract renewal time;
- Administer a wide variety of personnel procedures and practices (e.g. processing applications, verifying employment, contracts, compensation schedule, etc.) for conforming to district policies, relevant laws, contracts, and agreements;
- Responsible for maintaining employee information in eFinance specific to the Human Resources Department;
- Responsible for preparing annual budget data pertaining to district salaries;
- Responsible for providing direction regarding salary schedule placement from new and current staff members;
- Responsible for preparing surveys and reports required of the Human Resources Department, including salary surveys, educational increment and educational level reports, and assisting in the data update for the monthly Cycle Reports to the Division of Elementary and Secondary Education;

- Maintains the EEO-5 reporting process; maintains records, reports, and logs to conform to EEO regulations;
- Conducts HR-related analyses and research and prepares related reports;
- Provide direction and leadership to the Human Resources support staff;
- Performs other duties as assigned related to the efficient operation of the Human Resources Department.
- Maintain emotional control under stress.
- Work with administrators.
- Attend meetings/training as required by administration.
- Work additional hours as directed.
- Maintain confidentiality.
- Maintains prompt and regular attendance
- Present and communicate in a professional manner.
- Demonstrates the ability to maintain positive professional working relationships with others
- Other duties as assigned by administration.

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

OTHER JOB RESPONSIBILITIES

- Must have the ability to lift at least 20 pounds occasionally.
- Ability to endure prolonged standing, walking, sitting, kneeling, occasional reaching above the head or the shoulders, bending, squatting.