



A World-Class Community of Learners

JOB DESCRIPTION

| BAND | GRADE | SUBGRADE | WORKING CONDITIONS |
|------|-------|----------|--------------------|
| C | 4 | 2 | 1 |

| JOB TITLE | CONTRACT REFERENCE |
|-----------------------------|---------------------|
| Human Resources Coordinator | Individual Contract |

| TITLE OF IMMEDIATE SUPERVISOR | VERSION DATE |
|-------------------------------|---------------|
| Superintendent | November 2013 |

JOB SUMMARY

Manages human resources and ensures proper reporting and compliance with government agencies. Coordinates all employee benefits including payroll, insurance, leaves, retirement benefits, and flexible benefits.

TASK NO.

| | |
|----|---|
| 1. | HUMAN RESOURCES |
| | <ul style="list-style-type: none"> Establishes personnel processes for all employees. |
| | <ul style="list-style-type: none"> Assists the Director of Finance and Accounting Supervisor in the development and analysis of reports required for collective bargaining. |
| | <ul style="list-style-type: none"> Assists Accounting Supervisor in preparation of salary and benefit audit worksheets. |
| | <ul style="list-style-type: none"> Communicates employee information to AESOP, Keep Certified, SafeSchools, Campus, school personnel, district web master, and technology department. |
| | <ul style="list-style-type: none"> Manages implementation of group master agreements and individual contracts. |
| 2. | BENEFITS |
| | <ul style="list-style-type: none"> Processes employee benefits for employees including conducting new employee orientations/meetings. |
| | <ul style="list-style-type: none"> Coordinates COBRA, FMLA, flexible spending accounts, retiree insurance, and workers compensation with the district's outsourced vendors. |
| | <ul style="list-style-type: none"> Prepares communications regarding leave of absences, severance, LTD insurance, life insurance, workers compensation, and others as related to job duties. |

JOB TITLE

Human Resources Coordinator

CONTRACT REFERENCE

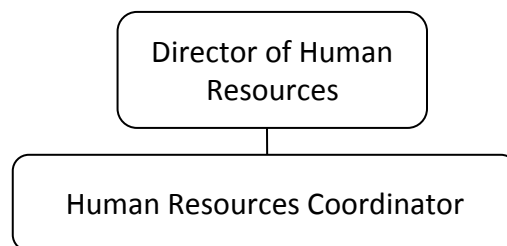
Individual Contract

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| | |
|----|--|
| | <ul style="list-style-type: none">• Coordinates insurance benefits for district personnel based on direction from the Director of Finance and the Director of Educational Services. Serves as liaison between insurance committee and staff. |
| 3. | PAYROLL |
| | <ul style="list-style-type: none">• Supervises clerical support for human resource/payroll office |
| | <ul style="list-style-type: none">• Establishes procedures and oversees payroll for all employees. |
| | <ul style="list-style-type: none">• Coordinates budget codes and expenditures with Accounting Supervisor. |
| | <ul style="list-style-type: none">• Oversees state, federal and other reports and surveys including collecting data, communicating information, and creating documents. |
| 4. | <ul style="list-style-type: none">• Other duties as assigned |

QUALIFICATIONS (Specific training or job experience required before appointment)

- Bachelor of Science in related field and previous experience in school district environment preferred.
- High degree of aptitude and proficiency with computer based systems, including data bases and personal computer applications such as Excel, Word, and Access.
- Experience working in a team environment with evidence of good written and verbal communication skills. Ability to interact positively with others and exceptional organizational and time management skills.

ORGANIZATIONAL RELATIONSHIPS

JOB TITLE

Human Resources Coordinator

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CONTRACT REFERENCE

Individual Contract

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

-.....

PHYSICAL FACTORS

The physical demands 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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more.