

HUMAN RESOURCES COORDINATOR

Purpose Statement

The job of Human Resources Coordinator was established for the purpose/s of developing, implementing, and maintaining the District's Human Resource services; serving as a resource to other administrators, employees, applicants, and the Board; and directing program operations including planning, staffing, budgeting and complying with established requirements.

This job reports to Deputy Superintendent

Functions

- Administers a wide variety of human resource issues (e.g. employee evaluations, disciplinary actions, employee benefits, workers compensation, Title VII, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Collaborates with a wide variety of internal and external personnel (e.g. other administrators, employees, Board Members, auditors, public agencies, community members) for the purpose of implementing and/or maintaining Human Resource services and programs.
- Coordinates the recruitment process (e.g. advertising vacancies, recruiting trips, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.
- Directs department budget(s), expenditures and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Investigates grievances and/or complaints from employees (e.g. harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Monitors a variety of processes (e.g. substitute placement, new employee orientation, departmental schedules, unemployment claims, etc.) for the purpose of ensuring efficient processing of issues in compliance with legal and/or administrative requirements.
- Oversees personnel administrative functions for department personnel (e.g. hiring, terminating, evaluating, training, supervising, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Oversees the maintenance of a variety of manual and electronic files, records and reference materials (e.g. background information, vacancy listings, applicant tracking, employee records, benefit elections, etc.) for the purpose of documenting activities, providing written reference and complying with mandated requirements.
- Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, analyses, recommendations, procedures, state / federal reports etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or actions for the purpose of providing direction in meeting the district goals and objectives.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, legal requirements, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. administrative issues, staffing, conflicts in policies or procedures, community concerns, parental requests) for the purpose of identifying the relevant issues and recommending / implementing a plan of action designed to resolve the issue(s).

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: human resources law; relevant policy and procedure; business telephone etiquette; employee benefits; workers compensation; and practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience

Job related experience with specialized field is required

Education

Bachelor's degree in job related area

Equivalency

None Specified

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

Degree in related field or building leadership license

Clearances

Criminal Justice Fingerprint/Background Clearance;
Kansas Certification of Health

FLSA Status

Exempt

Approval Date

Salary Grade