



## HUMAN RESOURCES COORDINATOR

Classification: Administrative Support 5

Location: District Office

Reports to: Human Resources Director

FLSA Status: Non-Exempt

Employee Group: EAEOP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

Responsible for performing a broad range of human resources administrative and support functions under the guidance of a human resources director.

### **Part II: Supervision and Controls over the Work**

Serves under the direction and guidance of a human resources director who assigns areas of work, provides direction and guidance, and sets priorities. Work is evaluated for accuracy, reliability, timeliness, and effective coordination internally and externally.

### **Part III: Major Duties and Responsibilities**

Performs some or all of the following duties with a relative degree of independence seeking the guidance and direction of the human resources director for more difficult or complicated situations.

1. Enters and processes employee payroll data including initial pay screens, budget codes, salary changes, work schedules, contract payoffs, and retroactive payments or adjustments. Checks source documents, audits entries, and reviews preliminary and final payroll reports to assure accuracy of information. Troubleshoots incorrect payroll entries/data and makes corrections and adjustments as necessary.
2. Receives and responds to inquiries, provides information, and prepares reports on salaries and current and projected leave balances for calculating and supporting leaves of absence, and return to duty. Monitors leave reports and makes salary adjustments based on leave balances, leave dates, and return to work dates. Provides information to employees and supervisors as required. Coordinates data and information with payroll. Monitors the application of collective bargaining agreement provisions to assure accuracy of salary and benefit information.
3. Assists in preparation and gathering of materials for onboarding and orientation of new employees. Assists in onboarding by providing guidance to new employees on document

completion, explaining entitlements and salary, etc. Creates personnel files and enters employee information into the human resource management information systems.

4. Receives phone, electronic, and personal inquiries from employees, applicants, supervisors, and other visitors to the human resources office. Gains an understanding of the inquirer's needs, identifies resolution of the need and provides direct assistance if possible, and refers to other staff who can respond to the need when not personally able to address the issue. May prepare customer communications to provide employment information. Such communications may be hard copy, electronic, or web-based.
  5. Reporting: Maintains data and prepares reports and budget input as required by the district and the state and federal government. Reports may be complex and require extreme accuracy to prevent a negative impact on programs and budgets.
  6. May participate in special projects such as workshops, supervisory training, staff and employee training.
  7. Performs a variety of administrative tasks in support of human resources office operations.
- Performs other duties as assigned.

#### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree in human resource management, business, public administration, and/or other related fields. Related human resources or payroll experience may be substituted for education on a year-for-year basis.
3. Minimum of two years of increasingly responsible experience in human resources and/or payroll. Additional human resources or payroll experience may be substituted for education on a year-for-year basis.
4. Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
5. Ability to maintain a high level of discretion and confidentiality regarding district and employee information.
6. Strong oral and written communication skills. Strong mathematical skills and attention to detail.
7. Ability to effectively communicate and interact with customers who may be emotionally upset, demanding, or angry.
8. Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.



## **HUMAN RESOURCES COORDINATOR**

9. Knowledge and skill in the effective use and application of office technology, internet technology, and data base systems and to maintain a high level of data accuracy and reliability.

### **Part V: Desired Qualifications**

1. Experience in a public school or public employment setting.
2. Experience in a unionized environment.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment 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 employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.