



HUMAN RESOURCES SYSTEMS COORDINATOR

Classification: Professional-Technical Level 4

Location: District Office

Reports to: Director of Human Resources

FLSA Status: Exempt

Employee Group: Professional-Technical

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

Part I: Position Summary

The human resources systems coordinator is responsible for performing a broad range of human resources functions under the guidance of the human resources director. Functions include but are not limited to leading compensation and certification operations, position control, records management, entry and maintenance of data to the human resources and payroll systems, employment reporting, preparation of the state report and employee and supervisory assistance. Assists in preparation for and the conduct of collective bargaining by gathering data and information, and providing input to district proposals and analysis of association/union proposals, and/or participation at bargaining sessions. Provides guidance and leadership to human resources staff and assists in resolving more complicated issues.

Part II: Supervision and Controls over the Work

Serves under the direction and guidance of the district's human resources director. Is held responsible for results in terms of effectiveness in administering assigned areas of responsibility. Work of the human resources coordinator systems coordinator is guided by, and must be in compliance with, federal and state law, policy direction of the school board, compliance with state and local regulatory agencies, collective bargaining agreements, and with direction of the human resources director.

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. Position control: Maintains data on authorized positions consistent with approved budget and resource allocations. Prepares and post position vacancies. Works closely with school administrators and department directors on staff allocations.
2. Supervises the calculation, preparation, distribution, receipt and maintenance of all employee transcripts.
3. Supervises the hiring process and verification of all paperwork for all new certificated and classified employees.



HUMAN RESOURCES SYSTEMS COORDINATOR

4. Supervises and responsible for creation and submission of State reports. Reports may be complex and require extreme accuracy to prevent a negative impact on programs and budgets.
5. Serves as the liaison and department coordinator for the implementation of the integrated financial and human resources information systems.
6. Oversees the input and maintenance of employee data on the District's information system.
7. Provides pertinent staffing information for the development of the District budget.
8. Serves as a resource person for issues regarding contractual status, salary placement, and personnel files.
9. On-Boarding and Cross-Training: Prepares materials and conducts in-processing and orientation of new employees. Determines and informs employees of compensation and benefit entitlements. Arranges for required record, processing. Establishes suspense system as necessary to assure follow-through on documentation. Prepares employment and supplemental contracts. Prepares and enters and/or transmits payroll data to the payroll office. Assures accuracy and completeness of documents. Enters employee information into the human resource management information systems.
10. Employee contract administration and personnel actions: Processes transactions such as change in work schedule, change in pay rates, processing supplemental pay actions, added duty assignments. Prepares actions, enters actions into human resources/payroll systems, and distributes personnel action notification.
11. Creates annual work calendars for all classified staff and updates salary schedules in preparation of the creation of data for the new school year.
12. Customer service: 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.
13. Contract negotiations: Continually monitors the application of collective bargaining agreement provisions to identify issues and potential changes to maintain responsive and effective human resource program administration. May collect and analyze data, or participate in such collection and analysis, for use in developing bargaining proposals and developing positions and responses on union proposals. Provides guidance and support to managers to assure compliance with contract requirements. May sit-in on negotiations for recording of minutes and providing administrative support in terms of document search, copying, and/or preparation.

14. Coordinates, directs and aligns the work of the Compensation & Certification group. Provides training support and technical guidance.
15. Labor relations: Receives and responds to inquiries from association/union representatives concerning assigned areas of responsibility. Disseminates information to the association/union as required by the contract. Notifies human resources director of potential association/union issues and concerns that require action beyond the coordinator.
16. Committees and special projects: May participate on a variety of standing or special committees associated with such activities as insurance, safety, affirmative action, etc. May participate in special projects such as workshops, supervisory training, staff and employee training.

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. Bachelor's degree or equivalent in human resource management, business, public administration, and/or other related fields; or, associate degree or equivalent and two years of progressively responsible human resource management experience.
3. Minimum of two years of substantive human resources experience. Related 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.
7. Skill at conflict resolution and 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.
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.



HUMAN RESOURCES SYSTEMS COORDINATOR

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 sit, talk, lift, carry, move about, hear and speak. Employee may be 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.