HUMAN RESOURCES COORDINATOR

JOB DESCRIPTION

# FLSA Status:

Exempt

**COMPENSATION:**

# Compensation for this position is Support range E10

# MINIMUM QUALIFICATIONS:

# Bachelor’s degree from an accredited educational institution in Business Administration, Human Resources, or related discipline.

# Five (5) years of related experience

# Experience in education, administration, human resources, or business with responsibility for organizing, planning, and supervision/selection of programs/personnel preferred. Experienced in management practices, selection and placement, school curriculum, employee and labor relations, interpretation of legal documents, and use of databases and spreadsheets

# REPORTS TO:

# Director, Human Resources

**JOB GOAL:**

Confidentially and professionally, the Human Resource (HR) Coordinator oversees one or more functional areas in providing human resource services. This position also serves as an informational resource for all instructional and administrative personnel in their specialized area. May perform a portion of the described responsibilities as directed.

**SUPERVISES:**

n/a

# PERFORMANCE RESPONSIBILITIES:

# Provides support in functional areas of Human Resources including but not limited to recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits & wellness, organization development, training, background screening, maintenance and development of data systems, substitute staffing, and special projects.

# Assists in developing and implementing Human Resources policies and procedures through booklets, communications, and meetings.

# Prepares reports in conformance with legislated requirements or organization needs.

# Generates letters for out-of-field letters for instructional employees, including a cover memo to principals to be signed by both parties and returned to certification to remain on file.

# Tracks out-of-field instructors on the computer system; enters into a database for tracking purposes.

# Responsible for keeping current on current technology, as job appropriate, used by LWCS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

1. Supports the development and implementation of in-house training and development.

# Make fact-based recommendations that are aligned with organizational goals and objectives

1. Write correspondence and documentation related to complex and sensitive human resource issues and actions.

# Responsible for timely and accurate information they maintain as part of their job responsibilities.

# Additional Duties as directed.

# KNOWLEDGE, SKILLS, AND ABILITIES:

* Knowledge of human policies, procedures, and issues specific to Human Resource Management.
* Knowledge of federal, state, and local laws, regulations, rules, and professional guidelines that affect human resource actions (i.e., Equal Employment Opportunity, Workers’ Compensation, Fair Labor Standards Act, Family Medical Leave Act, Anti-Discrimination and Anti-Harassment, Paid Family Leave, Employee Classification, etc.).
* Knowledge of conflict resolution techniques.
* Ability to establish and maintain effective working relationships.
* Ability to apply regulations and guidelines consistently and fairly.
* Ability to analyze behavior, information, and numerical data.
* Ability to explain processes, procedures, and other fact-based information.
* Ability to obtain information from a variety of people.
* Ability to organize and prioritize multiple projects.
* Ability to maintain confidentiality.
* Ability to engender the trust and respect of others.
* Ability to effectively manage negotiations.
* Ability to facilitate group discussions and activities.
* Ability to communicate effectively (i.e., listening, verbal, written, and presentation).
* Ability to read, understand, and interpret instructions, rules, regulations, laws, and contracts.

# PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary light work, which may include lifting, carrying, pushing, and pulling objects and materials of light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or workstation.

**ADOPTED: 8/19/2024**