

# Red Wing Public Schools Position Description

## Human Resources Coordinator

---

### General Information

Department:	District Administration and Support
Unit:	Program Supervisors and Non-Classified Personnel
Immediate Supervisor:	Business Manager
Grade Placement:	21 / 1035
FLSA Status:	Exempt

### Position Summary

The Human Resources Coordinator oversees hiring and other employment processes; coordinates personnel planning; serves as a Human Rights Officer, Section 504 Coordinator, and Title IX Coordinator; conducts workplace investigations; implements process improvements; administers employee benefit programs; oversees employee onboarding; interprets and administers leave provisions

### Essential Duties and Responsibilities

1.	<p>Oversees hiring processes:</p> <ul style="list-style-type: none"><li>a) Develops recruitment materials and coordinates hiring events.</li><li>b) Posts vacancies.</li><li>c) Gathers and reviews applicant information such as resumes, reference letters, licenses, and transcripts.</li><li>d) Provides technical assistance to applicants and supervisors.</li><li>e) Prepares interview processes, processes materials, arranges interviews, conducts interviews as needed, and collects and maintains interview notes.</li><li>f) Communicates employment decisions to successful and unsuccessful applicants.</li><li>g) Determines wages and salaries for selected candidates according to applicable contract.</li></ul>
2.	<p>Oversees employee onboarding:</p> <ul style="list-style-type: none"><li>a) Coordinates paperwork completion for new employees such as the employee's I-9, W-4, criminal background check, and banking information.</li><li>b) Explains benefit options.</li><li>c) Provides basic information about access to software systems, policies, and procedures.</li><li>d) For licensed employees, reviews transcripts and work history to determine appropriate placement on wage or salary schedules.</li><li>e) Prepares employment contracts.</li><li>f) Reviews personnel assignments.</li><li>g) Provides training to employees and maintains files of all training.</li></ul>

3.	<p>Administers contracts as well as terms and conditions of employment:</p> <ul style="list-style-type: none"> <li>a) Prepares individual contracts and annual assignments.</li> <li>b) Interprets language provisions.</li> <li>c) Processes lane change requests for teachers.</li> <li>d) Maintains seniority lists.</li> <li>e) Verifies appropriate wage, salary, and insurance data.</li> <li>f) Communicates with employees about contractual issues.</li> <li>g) Recommends changes in contractual terms.</li> <li>h) Processes resignations, retirements, and terminations.</li> </ul>
4.	<p>Coordinates short-term and long-term personnel planning. Coordinates Personnel Committee meetings of the school board. Compiles data to determine appropriate levels of staffing. Prepares personnel plans for budgeting purposes.</p>
5.	<p>Serves as the Human Rights Officer, Section 504 Coordinator, and Title IX Coordinator for the district. Receives, investigates, and processes complaints. Attempts to resolve complaints. Coordinates responses after consultation with the district's attorney as necessary.</p>
6.	<p>Conducts workplace investigations of potential misconduct of school employees. Receives, investigates and processes complaints. Proposes action based on investigative findings in conjunction with other administrators and the district's attorney as necessary. Communicates results, corrective actions, and discipline resulting from investigations.</p>
7.	<p>Implements process improvements by analyzing current processes, developing proposed changes, revising policies and procedures, and communicating changes to appropriate staff members.</p>
8.	<p>Administers employee benefit programs:</p> <ul style="list-style-type: none"> <li>a) Facilitates Labor-Management Committee topics and meetings.</li> <li>b) Determines eligibility for benefits and levels of district and employee contributions.</li> <li>c) Coordinates enrollment meetings, communications, and annual enrollment paperwork.</li> <li>d) Serves as contact person for all benefit-related inquiries, policies, and procedures.</li> <li>e) Conducts new hire benefit orientations.</li> <li>f) Serves as the liaison for the school-sponsored health clinic.</li> <li>g) Prepares reports for the Affordable Care Act (ACA), Teachers Retirement Association (TRA), Public Employees Retirement Association (PERA), Equal Educational Opportunity Commission (EEOC), and other agencies.</li> <li>h) Prepares invoices and notices for insurance premiums for retirees and FMLA and COBRA participants.</li> </ul>
9.	<p>Interprets and administers leave provisions:</p> <ul style="list-style-type: none"> <li>a) Ensures compliance with federal and state law, district contracts, and district policies.</li> <li>b) Determines eligibility for leaves.</li> <li>c) Generates all necessary correspondence.</li> <li>d) Reviews documentation.</li> <li>e) Communicates decisions to all stakeholders.</li> <li>f) Maintains files.</li> <li>g) Assists with Workers Compensation Program.</li> </ul>

	<ul style="list-style-type: none"> <li>h) Assists insurance providers in conducting investigations.</li> <li>i) Processes claims with vendors and employees.</li> <li>j) Prepares reports as needed.</li> </ul>
10.	Maintains personnel and medical files for employees ensuring that laws regarding data privacy and maintenance of employee records are followed.
11.	Oversees the district's continuing education credit program and licensure expectations for licensed employees. Prepares materials and leads meetings for the Continuing Education Committee. Maintains records for licensed employees, assists in determining categories for clock hours, communicates with employees, and uploads information into state reporting systems. Assists teachers with license renewals. Monitors licensure expiration dates. Applies for licensure variances as necessary.
12.	Prepares and submits data for the state's STAR employee reporting system, pay equity system, Licensure/Assignment Discrepancy Report, the Highly Qualified Report, and other state and federal reports. Compiles, enters, and uploads data for staff reports. Ensures accuracy of all staff and assignment data. Investigates any reported errors to ensure the validity of reports.
13.	Attends school board meetings and committee meetings as needed.
14.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

## Required Education, Training, and Work Experience

Required Education / Training: 4-year degree or certificate preferred. However, relevant experience may be substituted.

Degree Information: Bachelor's Degree or relevant certificate

Major Field of Study or Degree Emphasis: Human Resources preferred

Required Work Experience: A minimum of three years of related administrative experience.

Licenses / Certifications Required: Human Resource Certification such as ACA or SHRM by the Minnesota Department of Labor Management Education may be required within two years of initial employment.

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Human resources functions, programs and activities.
- Bargaining agreement terms and conditions pertaining to salaries, benefits, or other provisions related to job assignments.
- Staff member reporting and licensure requirements.
- General office and general administrative procedures and operational requirements.
- Computer operations, equipment and typical productivity software, databases or specialty applications used within the district such as word processing, spreadsheet, database, email, and other specialized software programs.
- Insurance and benefits programs, administrative requirements and recordkeeping requirements.
- Record retention, record/file/database maintenance requirements and operations in the posting and maintenance of employment, employee and personnel records/data.
- Data privacy requirements, laws and rules as they pertain to job assignments.

## **Essential Skills Required to Perform the Work**

- Customer service, interpersonal, and oral and written communication and presentation skills.
- Ability to adapt to changing priorities.
- Interpret and administer of insurance provisions and other employee benefits.
- Organizational skills and the ability to multi-task.
- Applying and following record keeping operations and procedures.
- Interpreting, applying, and explaining district policies, procedures, data privacy, contract terms or conditions in accordance with the responsibilities and authority assigned to the work.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. Ability to calculate ratios, percentages, percentiles, averages or other descriptive statistics.
- Compiling, assembling, verifying and preparing state reports, management reports, salary reports, or other reports and documents requested by federal, state or local official, staff or department.
- Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or other specialized software.
- Manipulate data in a variety of software programs with accuracy and ease.
- Administrative and support skills in updating and maintaining files, documents and records.
- Performing work assignments requiring attention to detail, precision and accuracy.
- Performing assigned functions with minimal direction in accordance with established management, departmental operations, and work methods.

## Typical Physical Demands for this Position

### Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

### Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.

## Classification History and Approval

Created: 8/9/18

Revised: 5/27/20