



Title	<b>Human Resources Coordinator</b>	
Department	<b>Human Resources</b>	
Reports To	<b>Assistant Superintendent of Human Resources</b>	
Compensation	<b>AP 501</b>	
Days	<b>226</b>	Revised 02/19/19

**PRIMARY PURPOSE:**

To assist and support the administrative staff of the Human Resources Department in all facets of the recruitment, hiring, compensation, and the onboarding process for the District.

**MINIMUM QUALIFICATIONS**

**Education and Certification Requirements**

- High school graduate or GED equivalent
- Bachelor’s Degree preferred
- Candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by applicant.
- Valid Texas Driver’s License with a good driving record

**Special Knowledge and Skills**

- Expertise in areas related to employee compensation
- Demonstrate excellent communication skills both oral and written
- Demonstrate organizational skills
- Demonstrate analytical and problem solving skills
- Demonstrate interpersonal skills
- Knowledge of school programs
- Maintain high standards of excellence in performance and productivity
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Ability to meet established deadlines and perform assigned duties and responsibilities with limited supervision
- Ability to work with others and maintain an effective working relationship with co-workers, supervisors, school personnel, and the public
- Knowledge and understanding of position control, staff leveling, and funding sources

**Experience**

- Minimum of three (3) years of successful hiring experience in a Human Resources department
- Experience with budget management, position control and compensation

**MAJOR RESPONSIBILITIES AND DUTIES:**

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

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It is the policy of Judson Independent School District not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability (or relationship or association with an individual with a disability), genetic information or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, the District also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination on the basis of disability: Director of Guidance and Counseling. The following person has been designated to handle inquiries regarding compliance with Title IX and all other non-discrimination policies: Executive Director of Human Resources. 8012 Shin Oak. Live Oak, TX. 78233. (210) 945-5101.



- Serve as compensation liaison in the District
- Comply with confidentiality and privacy laws, procedures and policies as they pertain to the position and work in the Human Resources Department
- Assist administrators with hiring of personnel
- Post vacancies as directed on the District's online application system and monitor posting requirements and deadlines
- Keep abreast of legal requirements and issues pertaining to personnel matters
- Assist campus/department administration with the District's online application system and provide applicant information as requested
- Review and update job descriptions as directed
- Ensure the security and confidentiality of the District's online application system and direct all requests for access to the system to your immediate supervisor prior to authoring access or access level
- Work extended hours throughout the year
- Maintain a stipends request process
- Ensure compliance with Federal, State, and local employment laws and District policies and procedures.
- Work cooperatively with Principals and Directors to ensure compliance with federal wage/overtime laws, state regulations, and school policy
- Support the application process to provide Principals and Directors with an applicant base for job openings
- Assist with recruiting functions at colleges and job fairs
- Assist with the preparation of reports/surveys/verifications relating to personnel
- Provide information for staffing projections to the Assistant Superintendent of HR
- Responsible for the calculation of new hire salaries to assure compliance of the integrity of the District Compensation Plan
- Assist with the yearly board approved salary/wage and upgrades and pay grade reclassification
- Assist with the computer related personnel functions to include PEIMS, eFinance, Cognos, TRS, and TalentEd
- Guide principals/directors/supervisors with the employee hiring and compensation process
- Ensure that applicants are screened to ensure that they are able to work with students in a safe environment
- Participate in activities which support school/community goals and represent the district favorably to the general public.
- Complete the collection of applicant references
- Assist with the process of monitoring and clearing files to ensure that information is complete for all categories of applicants
- Make job offers as directed by the administrative staff in the Human Resources department
- Request, track and maintain fingerprint verification for compliance with Senate Bill 9
- Create and maintain data bases related to all identified areas of responsibility as needed
- Monitor the eligibility of retirees who return to service
- Assist with the annual contract renewal process and the issuance of Letters of Reasonable assurance

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- Responsible for ensuring all required documents are submitted and verified as required by job posting or position
- Comply with all directives and procedures related to acquisition of certificates, licenses, and college transcripts as required
- Enter all hired personnel information into the District's eFinance system
- Process timely and verify accuracy of all exit forms submitted by campus/department administration
- Communicate with TEA and SBEC concerning pertinent certification and assignment information of applicants and employees
- Maintain accurate vacancy reports and ensure accurate and timely record entry to the monthly Board Personnel Report
- Process assignment changes
- Participate in professional development activities to maintain current knowledge of personnel rules, regulations, and practices.
- Maintain a consistent professional demeanor and appearance
- Daily attendance and punctuality at work are essential functions of the job

#### **SUPERVISORY RESONSIBILITIES:**

Assigned personnel

#### **Equipment Used:**

- Office equipment – personal computer, printer, calculator, multi-line telephone, software programs and peripherals, copier, fax, and other equipment applicable to position.
- Communication equipment – radio communication equipment, cellular telephone
- Video monitoring equipment

#### **Working Conditions:**

##### **Mental Demands:**

- Maintain emotional control under stress
- Work with frequent interruptions

##### **Physical Demands:**

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving, traveling.
- Occasional: Lifting, moderate, 15-44 pounds; carrying, moderate, 15-44 pounds

##### **Environmental Factors:**

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours.

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**Nondiscrimination Statement:**

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

**Employee Acknowledgement:**

*I acknowledge the receipt and review of the attached job description. My signature below indicates I have been informed of the expectations, duties and responsibilities of the position. I understand the position and employment are contingent upon the continued availability of **Local Funds** and is not guaranteed beyond the current school year.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature