

Red Wing Public Schools Position Description

Human Resource Coordinator

General Information

Department:	District Administration and Support
Unit:	Program Supervisors and Non-Classified Personnel
Immediate Supervisor:	Business Manager
Grade Placement:	16
FLSA Status:	Exempt

Position Summary

The Human Resource Coordinator plans, oversees, and administers human resource functions for the school district.

Essential Duties and Responsibilities

1.	Develops and implements programs, procedures, and policies for the human resources department.
2.	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.
3.	Coordinates application and interview processes. Posts vacancies. Gathers and reviews applicant information such as resumes, reference letters, licenses, and transcripts. Provides technical assistance to applicants and supervisors. Prepares interview processes, processes materials, arranges interviews, conducts interviews as needed, and collects and maintains interview notes. Communicates employment decisions to successful and unsuccessful applicants.
4.	Provides employee onboarding support. Coordinates paperwork completion for new employees such as the employee's I-9, W-4, criminal background check, and banking information. Explains benefits, log-in information, and basic district systems, policies, and procedures. For licensed employees, reviews transcripts and work history to determine appropriate placement on wage or salary schedules. Prepares employment contracts and reviews personnel assignments.
5.	Maintains personnel and medical files for employees ensuring that laws regarding data privacy and maintenance of employee records are followed.
6.	Administers contracts and terms and conditions of employment. Prepares individual contracts; interprets language provisions; authorizes or denies employee leave requests; processes lane change requests; renders decisions to employees seeking clarifications; advises principals and other supervisors; maintains seniority lists, verifies appropriate wage, salary, and insurance data; and communicates with employees about leaves, resignations, retirements, transfers, and assignments.

7.	Prepares materials used for negotiations. Analyzes financial proposals and participates in negotiations sessions. Updates and distributes master agreements and documents detailing terms and conditions of employment.
8.	Assists with administration of employee training, including blood borne pathogens, hazardous communication, and harassment. Maintains files of all employees training and follows-up with employees or their supervisors when training has not been completed.
9.	Oversees 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.
10.	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.
11.	Administers the school district's Workers Compensation Program. Processes claims. Assists insurance provider in conducting investigations. Communicates with the employee, medical providers, and insurance provider. Follows up with all reports of injury. Prepares and submits the annual Report of Occupational Injuries and Illnesses. Prepares the Log and Summary of Occupational Injuries and Illnesses for posting in buildings as required by OSHA. Participates in the Safety Committee to reduce workplace injuries.
12.	Manages employee benefit programs. Determines eligibility for insurance coverage and levels of school district and employee contributions. Coordinates insurance enrollment meetings and paperwork. Coordinates labor-management committee meetings. Serves as liaison for school-sponsored health clinic. Prepares reports for the Teachers Retirement Association (TRA), Public Employees Retirement Association (PERA), Equal Educational Opportunity Commission (EEOC), and other agencies. Prepares invoices and notices regarding the payment of monthly insurance premiums for retirees and FMLA and COBRA participants. Assists with preparation of reports for the Affordable Care Act (ACA).
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:	2-year degree or certificate preferred. However, relevant experience may be substituted.
Degree Information:	Associate's degree or relevant certificate
Major Field of Study or Degree Emphasis:	Human Resources
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
Physical Activities				
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			
Lifting / Forcing Exerted				
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