

Becker Public Schools, ISD #726

POSITION DESCRIPTION

Position Title: Human Resource Coordinator

Department/Location: District Office

Reports To: Superintendent

Date: 11/29/2021

Reviewed:

Approval:

I. Position Purpose Summary

Provide direction and guidance in strategic operations and planning for the human resource department. Establish goals and objectives; develop policy; review guidelines, procedures, rules and regulations; establish priorities, standards and measurement tools for determining progress in meeting goals. Plan, assign and/or supervise the work of others. Work under minimal direction and demonstrate initiative and independent judgment.

II. Major/Essential Functions and Responsibilities

1. Serve as lead negotiator in negotiations with organized employee groups
 - a. Consult with Superintendent, School Board, and Director of Business Services regarding limitations.
 - b. Recommend tentative agreements for School Board approval.
2. Exiting employee and new employee onboarding and training
 - a. Conduct exit interviews, new employee orientation, distribute all required documentation and compliance with district policies.
 - b. Enter information into HR system and student management system.
 - c. Review benefit options and assist with benefit enrollment processes.
 - d. Update and revise Employee Handbook.
 - e. Update, maintain, and distribute employee seniority lists as required by CBA's.
 - f. Plan, develop, implement, coordinate, monitor and evaluate programs, policies and procedures that reflect best practices in the areas of recruitment and selection and compensation.
 - i. Determine essential minimum qualification and requirements for positions
 - ii. Develop and monitor procedures for recruitment, interviewing and selection criteria
 - iii. Oversee or develop job descriptions for new staff positions
 - iv. Assist in defining compensation philosophy for the District
 - g. Work with Assistant Superintendent of Teaching and Learning and Special Education Coordinator to develop, plan, and implement professional development for members and related workers to Multi-Unit group.
3. Creates contracts/work agreements for new and continuing contracts annually

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- a. Works to maintain a positive relationship between employees and district administration.
- b. Assist employees and administration with issues that arise regarding payroll process and work issues.
- 4. Employee Insurance Benefits Oversight
 - a. Assist with benefit plan inquiries and requests for status changes based on qualified events as defined by IRS.
 - b. Enrollment benefit and status change link to employees for processing and monitor receipt.
 - c. Manage employee status changes, benefit terminations and COBRA notices.
 - d. Monitor and administer benefits for employees on approved leaves of absence.
 - e. Attend and represent department for annual employee insurance information session.
- 5. Employee Leaves of Absence
 - a. Manage employee leaves of absence including FMLA, child care, medical, etc.
 - b. Assist employees with requests for leaves of absence including providing processes and necessary documentation.
 - c. Receive and process employee requests for leaves of absence including required medical documentation.
 - d. Process leave paperwork in compliance with district policies, employee agreements, and state/federal law.
- 6. Employee Performance Evaluations and Probationary Status.
 - a. Maintain and distribute schedules for evaluation of licensed and non-licensed employees to supervisors.
 - b. Monitor annual records to ensure employees have been evaluated in a manner consistent with their work agreement including initial reviews, annual reviews, probationary reviews.
 - c. Work with supervisors to ensure performance evaluations are met.
 - d. Monitor probationary teacher files to determine who qualifies for continuing contract status and provides names to administrative assistants for board approval.
- 7. Human Resource Software Management System
 - a. Serves as department contact for system updates, maintenance and training. Updates and maintains employee information for staffing, budgeting and negotiation costing purposes.
 - b. Receives and processes resignations, terminations and retirements for employees including ending assignment in HR/finance systems and submitting COBRA notice requests to third-party administrator.
- 8. Title IX coordination and investigation

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9. Oversee the administration of union contracts
 - a. Interpret contracts.
 - b. Protect the interests and rights of the District and employees in accordance with labor contract provisions and governmental laws and regulations.
 - c. Provide consultative services to principals, coordinators, directors, supervisors and others on union contracts, labor laws, policies, general employeee-relations issues and human resources practices, policies and procedures.
 - d. Assist supervisors and principals in determining initial wage placement of employees upon hire.
 - e. Approve grading and banding area for current and new positions
 - f. Direct, assign and supervise human resources staff.
10. Investigate allegations of employee misconduct
 - a. Make recommendations to the Superintendent, Principals, and Supervisors on employee discipline or corrective action.
 - b. Coordinate employee grievances through the proper grievance process and make recommendations to the Superintendent in regards to grievances.
11. Other duties as assigned (including but not limited to)
 - a. Present administrative recommendations and reports.
 - b. Attend School Board and Administrative meetings as needed.
 - c. Identify legal requiremenents and government reporting regulations affecting human resources.
 - d. Direct the preparation of information and reports requested or required for compliance.
 - e. Monitor and ensure compliance with governmental laws and regulations
 - f. Serve as District representative and as a participant/witness at unemployment hearings, unrequested leave hearings, grievance meetings, mediation, arbitration and lawsuits that involve human resource issues.

III. Education Required

Bachelor's degree from a four-year college or university in Human Resources or closely related field.

IV. Experience Required

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Experience in Human Resources, including contract negotiations and administration.

Experience in a public setting and/or educational setting preferred.

V. Certification or Training Preferred or Required*

Human Resource degree or equivalent

VI. Knowledge, Skills and Abilities

Technical: Knows human resource management and education related laws and policies as they pertain to COBRA, FMLA, workers' compensation, etc. Keeps current and understands statutory and regulatory requirements. Keeps abreast of best practices and identifies opportunities to add value to the organization through the application of best practices.

Language: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial and complex topics to management, public groups, and/or boards of directors.

Mathematics: Ability to understand, interpret, apply and use mathematics and statistics and procedures typically gained through professional and post-secondary educational training.

Human Relations: High degree of skill in developing, motivating, fostering collaborative relationships both inside and outside of the organization. Interactions are frequent with representatives, elected officials, or managers of other agencies or organizations and the position has the authority and responsibility for representing the organization and speaking on behalf of the organization.

Information Technology: Maintains awareness of current emerging technologies that have the potential to improve the efficiency and/or the effectiveness of human resource management services within the organization. Demonstrates and models personal productivity skills such as: electronic communication, online searches of electronic databases; and effective use of presentation, budget, word processing, spreadsheet, and database software.

VII. Responsibility for Supervision of Others

Oversee payroll department, and work collaboratively with all aspects of new employee and continuing employee staff such as technology department,

VIII. Physical Effort Required

Reach with hands and arms, must occasionally lift and/or move up to 15 pounds. Vision abilities include close vision.

IX. Working Conditions

Office working conditions. Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment.

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X. Machines, Tools, Equipment, Electronic Devices, Software Required
Computer and related programs, Google, Microsoft Office, Adobe Acrobat, Aesop, SMART, STAR, Applitrak, etc.

XI. Standard Measures of Accomplishment

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Adhere to the mission of Becker Public Schools. Standard Measures of Accomplishment will be based on annual performance evaluations by the supervisor.