

Red Wing Public Schools Position Description

Personnel and Benefits Coordinator

General Information

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

Position Summary

The Personnel / Benefits Coordinator is responsible assisting in the implementation of human resources programs, functions, records, state and federal reporting and the administration of employee benefits.

Essential Duties and Responsibilities

1.	Compiles, maintains, copies, organizes and distributes various personnel materials.
2.	Maintains the district information system for reporting, staff management and district budgeting.
3.	Maintains the District system information for reporting, staff management and district budgeting. Attends labor management committee meetings and takes minutes of any discussions, actions or resolutions. Attends health insurance and open enrollment meetings.
4.	Prepares all job postings for the District and maintains employment records. Notifies all applicants who do not receive interviews. Participates in all phases of interview/hiring process and reviews compliance with law and policy.
5.	Generates district correspondence to employees regarding leaves, resignations, retirements, and/or transfers. Calculates retiree benefits.
6.	Prepares assignment letters for teachers and non-union employees and maintains seniority lists. Verifies lane and step placement for all new teacher hires; prepares new teacher contracts, extra-curricular contracts; and summer school contracts. Reviews and awards lane changes bi-annually. Reports leaves to TRA. Completes and prepares the STAR report and EEOC reporting.
7.	Assists management in the interpretations of District employee contracts.
8.	Maintains personnel records; initiates new hires background checks and sets up personnel files and records.
9.	Ensures licensed staff maintain appropriate licensure for assigned duties. Applies for variances and waivers for staff.

10.	Prepares and distributes benefit book for new employees and staff directory.
11.	<p>Assists with the implementation of district insurance programs.</p> <ul style="list-style-type: none"> a) Determines eligibility and notifies eligible employees and/or dependents of their rights for insurance continuation. b) Maintains retiree insurance premiums; sends statements/invoices and letters regarding insurance to retirees. c) Researches and responds to insurance eligibility questions of employees and dependents. d) Prepares and audits the payment of monthly insurance premiums for retirees and FMLA and COBRA participants; administers COBRA and FMLA notices to employees. e) Works with the payroll department on reporting for the Affordable Care Act (ACA).
12.	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: High School Diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 3 years of experience providing administrative support in Human Resource processing and operations or other relevant work

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, communication and human relation skills in assisting, dealing with informational requests, questions or concerns of staff, managers or public concerning Human Resources, employment, benefits, or terms and conditions of employment.
- Presentational skills and ability to speak before groups.
- Administering insurance provisions and district approved employee benefits.
- Organizational skills and the ability to multi-task.
- Applying and following human resource and recording keeping operations and procedures in the maintenance of personnel and employment files and records.
- Applying and appropriately interpreting and explaining various district policies, procedures, data privacy, contract terms or conditions to district staff, managers, and the public and 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 used in the department.
- Administrative and support skills in updating and maintaining Human Resources 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

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