

TITLE: Human Resources Coordinator

6.40

DESCRIPTION: The Human Resources Coordinator provides support to administrators, licensed, and classified staff in a manner that promotes district goals; supports the district in complying with labor laws; and helps coordinate various human resources functions, programs, systems and procedures that maximize the effectiveness of employees in providing the various aspects of the instructional program for students. This is a supervisory position.

QUALIFICATIONS:

1. Minimum of two years of post high school studies earning associate's degree in business and/or human resource management or have equivalent experience; bachelor's degree is preferred.
2. Prior experience in human resources environment essential.
3. Knowledge of /or ability to learn basic HR legal requirements, pertinent Oregon Administrative Rules and Oregon Revised Statutes.
4. Ability to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
5. Effective oral and written communication skills and excellent interpersonal skills.
6. Extensive knowledge in office information systems, paper and electronic, as well as office equipment and software, including Microsoft Office suite—extensive knowledge of Excel spreadsheets, Word, and document management.
7. Skilled in delivering effective customer service.
8. Must be organized and be able to manage time and resources to perform multiple tasks simultaneously in an efficient, productive manner.
9. Ability to maintain professionalism and confidentiality of district transactions.
10. Ability to collaborate and use initiative and judgment in accomplishing tasks.
11. Ability to work harmoniously with others and demonstrate positive conflict resolution.
12. Ability to be flexible and succeed in a sometimes stressful and demanding environment.
13. Ability to take responsibility for professional learning and maintain professional and technical knowledge by participating in development activities.
14. Must have physical and mental attributes sufficient to perform essential functions and be a contributing member of a team.
15. Must have willingness to take on a variety of new and challenging projects.
16. Ability to read and understand policies and follow verbal instructions.
17. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To provide active support to the operational management and coordination of HR programs and services.

PERFORMANCE RESPONSIBILITIES:

Essential Duties and Responsibilities: Performs some or all of the following tasks. Other duties may be assigned.

1. Exercises independent judgment to assist with managing daily operations of the human resource department in a manner consistent with administrative direction, district policies, procedures, and district goals.
2. Adept at learning complex HR tracking software; must have extensive knowledge of Microsoft Office (Excel and Word) and ability to create and maintain spreadsheets.
3. Maintains Human Resource Information System (Infinite Visions) records and compiles reports for tracking purposes.
4. Follows established flowcharts for processing new positions, position changes, or position terminations, to include EPARs.
5. Researches, analyzes, and synthesizes data, information, and issues and reports findings.
6. Maintains confidential files of individual employees and former employees.
7. Maintains all HR file systems—physical and computer documents.
8. Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
9. Compiles and assimilates reports and surveys required by state, federal, and other external agencies.
10. Assists with salary schedules/placement per bargained agreement for licensed new hires.
11. Coordinates projects as assigned, monitoring project status and actions to ensure project completion.
12. Coordinates with colleges and universities for Intern Teacher placements.
13. Coordinates with TSPC for licensure processing and ODE for Highly Qualified Status.
14. Assists with development of department goals, objectives, and systems.
15. Assists with staff development, staff retention, and training.

16. Assists with building/program communications, both oral and written, in a manner that supports effective decision-making and facilitates the completion of the work of other staff.
17. Assists with grievances and other labor relations issues.
18. Processes contracts and other employment related documents.
19. Process invoices and purchase orders for HR department.
20. Prepares monthly Board Personnel items.
21. Assists and provides support with union contract negotiations.
22. Acts as unemployment and workers compensation liaison.
23. Assists with the development and maintenance of position descriptions and classifications.
24. Assists with development of management tools for evaluation and performance development and monitors completion of evaluations in a timely manner.
25. Assists with the hiring process for all licensed and non-licensed personnel, and temporary employees from posting to welcoming new employees; conducts new employee orientations.
26. Assists with substitute hiring and management oversight.
27. Assists with classified and licensed Reduction in Force processing and tracking.
28. Assists in evaluation of reports, decisions, and results in relation to established goals. Recommends new approaches, policies, and procedures to produce continual improvements in department efficiency and service.
29. Assists with preparation and presentation of information to small or large groups.
30. Assists with employee retirement and recognition program.
31. Coordinates the Sub-Finder system.
32. Manages and coordinates the district's self-insured health insurance benefits.
33. Establishes and maintains effective communications within human resources department and the district staff to ensure coordinated action, efficiency, and high morale.
34. Promotes team development and effective working relationships.
35. Respects confidential information and the privacy of students, staff, and parents.
36. Provides other related services as assigned.

Marginal Duties and Responsibilities:

1. Performs duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Ashland School District and enhances learning.
2. Observes laws, district policies and procedures, and professional standards for the position.
3. Establishes and maintains effective working relationships with school personnel, parents, students and the public; works collaboratively as a team member.
4. Maintains regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
5. Carries out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
6. Develops job skills necessary to meet changes in the position.
7. Maintains personal appearance and hygiene appropriate to the position as defined by the district.
8. Meets applicable district physical ability/health and safety guidelines for the position.
9. Composes correspondence as necessary.
10. Performs other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. **Language Skills:** Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions. Ability to respond to common inquiries or complaints from staff or regulatory agencies. Ability to read, analyze and interpret complex documents. Ability to respond effectively to the most sensitive inquires or complaints.
2. **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
3. **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

4. **Computer Skills:** To perform this job successfully, an individual should be proficient with database software, internet software, email, personnel software, spreadsheet programs and word processing (Microsoft Office Suite).
5. **Certificates, Licenses, Registrations:** Valid drivers' license. Other certifications as required by the District.
6. **Interpersonal Skills:** Works well with others. Focuses on solving conflict, maintains confidentiality. Listens to others without interrupting; keeps emotions under control; remains open to others' ideas. Contributes to building a positive team spirit. Maintains professional, courteous, and friendly demeanor at all times.
7. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
8. **While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.**
9. **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Supervisory Personnel.

Adopted 1/7/10