

Corning Union Elementary School District
Job Description

JOB TITLE: COORDINATOR OF HUMAN RESOURCES

Salary Range:	Coord. of HR Salary Schedule	Department:	Management
Reports To:	Superintendent or designee	Approved by:	Board of Trustees June 13, 2007

POSITION SUMMARY:

Performs a wide variety of complex and responsible duties related to the day to day supervision of assigned human resources functions, including assisting the superintendent and chief business official in recruitment, selection, employment, compensation, affirmative action and employer/employee relations of classified and certificated employees, workers' compensation, employee insurance programs, etc.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

- *Works closely with the superintendent and business personnel to provide accurate salary and benefit costs and to ensure proper account classification of each position
- *Provides a key role in negotiations with employee bargaining units
- *Counsels employees and managers on employee relations issues
- *Uses sound judgement in dealing with conflict
- *Works with legal counsel to ensure compliance in various employment issues (lay off, dismissal, discipline, etc.)
- *Assists site administrators, supervisors, and managers in preparing proper discipline notices to be in compliance with bargaining agreements, District policies, and the law
- *Interprets and explains bargaining agreement language to employees
- *Maintains personnel position control
- *Maintains job descriptions
- *Maintains all personnel records
- *Employee recruitment
- *Posts job vacancies in compliance with contractual and Federal obligations
- *Assists the superintendent and chief business official with paper screening applications as needed
- *Tests applicants as needed
- *Schedules interviews
- *Processes pre-employment background checks including: fingerprinting, drug testing, reference checks, etc.
- *Conducts new employee orientation in order to introduce and welcome new employees to the District and explains various benefits, salary placement and payroll information
- *Makes recommendations for correct employee placement on the salary schedule, assisting the superintendent and chief business official
- *Performs initial unit verification of certificated personnel and processes training credit forms

- *Monitors credentials and assignments to ensure compliance with laws and regulations, i.e., No Child Left Behind (NCLB), and other compliance laws
- *Maintains evaluation due dates and notifies supervisors of same
- *Maintains seniority lists
- *Prepares layoff notices
- *Workers' compensation
- *Attends various workshops, conferences, and meetings in order to keep up to date and informed with changes to employment laws and regulations

Provides retirement information to employees

Represents the District on various JPAs, local and State associations, and committees.

QUALIFICATIONS:

Five years of increasingly responsible personnel and/or human resources experience, preferably in a public agency.

Completion of applicable certified academies and trainings and/or college level courses in human resources or related areas is desirable.

Knowledge of policies, processes, laws and regulations affecting public school personnel programs.

Knowledge of basic statistical, data gathering and survey methods and techniques.

Ability to: prepare reports pertaining to personnel management and general District operations; use of independent judgement and initiative; interpret, apply, and explain procedures and regulations pertaining to payroll, leaves, retirement, collective bargaining agreement, and employee benefit procedures and programs; keep accurate and detailed records.

Ability to deal tactfully and courteously with the public and other District staff, and to maintain required confidentiality.

Working knowledge of various computers and software, including the use of word processors, spreadsheets, and databases.

Ability to work with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Ability to read, write, speak, and communicate effectively in English.

Ability to pass initial employment drug test and fingerprint clearance.