

Vail Unified School District Job Description

Job Title: HUMAN RESOURCES COORDINATOR

Department: Business Support Services

Reports To: Assistant Director of Human Resources

FLSA Status: Exempt

Classification: Level 22

Approved: September 20, 2018

SUMMARY

The Human Resources Coordinator is responsible for performing HR-related duties on a professional level and works closely with the Assistant Director of Human Resources and the Chief Administrative Assistant in supporting special projects, as assigned. This position carries out responsibilities in the following areas: benefits administration, employee relations, training, performance management, recruitment and onboarding, employment processing, certified substitute management, policy implementation, affirmative action, and employment law compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administers various human resource plans and procedures for district personnel, assists in the development and implementation of personnel policies and procedures.
- Participates in developing department goals, objectives, and systems.
- Coordinates the benefits administration, as directed by the Assistant Director of Human Resources.
- Coordinates the employment processing activities, as directed by the Assistant Director of Human Resources.
- Assists in evaluation of reports, decisions and results of the HR activities in relation to established goals.
- Recommends and implements new approaches, policies, and procedures to continually improve the efficiency of the department and services performed.
- Maintains the human resources information system records and compiles reports from the database.
- Maintains compliance with federal, state, and local employment and benefits laws and regulations.
- Participates in staff meetings and attends other meetings, workshops, and seminars, as directed.

SUPERVISORY RESPONSIBILITIES

This position supervises the HR Office Clerk and the HR Specialist responsible for substitute management.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required. Associates degree or Bachelor's degree in business or related field preferred. Four (4) years human resources work experience, demonstrating increasing responsibilities in the areas of employment processing and/or benefits. Knowledge of the principles and practices in human resources employment and/or benefits administration. Or an equivalent combination of relevant education, training and/or experience as approved by the Chief Administrative Officer.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Ability to read and interpret documents such as policies, rules, regulations, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Computer and typing skills are required.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional staff or customer situations. Responds promptly to staff needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

CERTIFICATED, LICENSES, REGISTRATIONS

Ability to obtain and maintain Professional in Human Resources certification within two (2) years of placement in this position.

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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting or standing for extended periods of time.

TRAVEL

This position requires the employee to be able to travel efficiently between school sites and the district office. Travel is occasional to frequent in the local area with infrequent trips within the state.

WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate.