



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Human Resources Coordinator	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	FLSA Status: Exempt
	Classification Level: Grade 18
Job Summary: Under the direction of the Director of Human Resources, the Human Resources Coordinator is responsible for planning, developing and coordinating multiple human resource department functions. This position interfaces with all School District administrators in areas relating to human resources providing leadership for employee onboarding, employee insurance benefit administration, employee leaves of absence, workers' compensation, the creation and maintenance of personnel data, mandatory employee training, and providing exceptional customer service to the department's internal and external customers.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>Provides Leadership for Department New Employee Onboarding Processes</p> <ul style="list-style-type: none">a) Plans, directs, coordinates and implements new employee orientation processes. Conducts new employee orientations for benefits-eligible employees regarding work agreement, policies, benefits, and the employee handbook. Ensures compliance with district and department policies and procedures and state/federal laws.b) Researches and directs compliance with work authorization requirements for non-citizen employees. Conducts reverifications of employment authorizations as required by law.c) Updates and revises new employee handbook. Oversees updates and revisions of new substitute handbook.d) Coordinates pre-employment physical process with new employees and medical provider.e) Updates, maintains, and distributes employee seniority lists as required by collective bargaining agreements. <p>Employee Contact for Insurance Benefits</p> <ul style="list-style-type: none">a) Researches and recommends employee benefits processes and procedures to comply with legal requirements needed to properly administer insurance benefits.b) Serves as the district's employee contact for medical, dental, vision, life, and long-term disability insurance plans.c) Interprets benefits sections of employee agreements and determines insurance eligibility.d) Manages third-party administrator's online system for open enrollment, employee status changes, benefit terminations and COBRA notices. Reviews and approves employee requests for mid-year insurance changes to ensure appropriate life events as defined by the Internal Revenue Service (IRS) and district insurance carriers.e) Serves on the district's Insurance Advisory and Wellness Committees. <p>Employee Leaves of Absence and Workers' Compensation Programs</p> <ul style="list-style-type: none">a) Plans, directs, coordinates and implements employee leave of absence processes. Ensures processes comply with state/federal law and employee work agreements. Recommends new processes and changes to existing processes to the Director of Human Resources.b) Serves as the district's employee contact for leaves of absence such as FMLA, child care, medical, etc. including providing processes, necessary forms, required medical documentation, and monitoring and administering insurance benefits.c) Monitors "First Report of Injury" submissions and follows through with supervisor, employee and carriers regarding worker's compensation claims. Prepares and maintains OSHA logs and records. Submits quarterly health and safety reports. Represents department at School District Health and Safety meetings.
--

Licensed Employee Performance Evaluations and Probationary Status

- Maintains and distributes schedules for evaluation of licensed employees to administrators and managers.
- Monitors annual records to ensure employees have been evaluated in a manner consistent with their work agreement and state law. Works with administrators and managers to ensure performance evaluation timelines are met.

Human Resource Software Management System (Skyward)

- Manages Skyward updates, maintenance and employee training on behalf of department.
- Updates and maintains employee management module for staffing, budgeting and negotiation costing purposes.
- Produces accurate semi-monthly substitute teacher system download for interface with payroll to record teacher time off and calculate substitute teacher pay.
- Plans, directs, coordinates and implements department processes for resignations, terminations and retirements for employees including ending assignment in human resources/finance systems and submitting COBRA notice requests to third-party administrator.

Employee Negotiations of Terms and Conditions of Employment

- Serves as resource to Directors of Human Resources and Finance and Operations for negotiations.
 - Provides background and research for employee negotiations including salary surveys and market studies.
 - Maintains security and confidentiality of all confidential and negotiation materials.
- Researches state requirements, plans submissions, compiles and implements various reports for federal, state and local officials/agencies including Minnesota Department of Education Staff Automated (STAR) reporting.
 - Oversees district's automated substitute calling system (Aesop) and stays abreast of software enhancements. Creates and provides employee training to building/department secretaries and ongoing staff development.
 - Performs other duties of a comparable level or type, as assigned. Provides professional expertise and assistance to district stakeholders concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies. Learns and is cross trained in other administrative and support functions within the department/program/building.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Bachelor’s Degree required.
	less than high school diploma			
	High school diploma or GED.			Major field of study or degree emphasis: Human Resources, Business Administration, or related field.
	1 year college		2 years college	
	3 years college	x	4 years college	
	Bachelor’s Degree			
	Master’s Degree			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

	Doctorate	<ul style="list-style-type: none"> • Proficiency in Microsoft Office, Google docs, Adobe Acrobat, and other advanced computer skills. • Knowledge of collective bargaining procedures, public sector labor and employment law. • Ability to understand spreadsheets and apply mathematical principles to staffing; computer skills in use of information systems. • Ability to communicate with a variety of personnel; ability to verbally problem solve. • Background and experience in interviewing and counseling employees. • Communication skills that target problem resolution and enhance customer service. • Ability to understand and apply human resource and employee relation concepts, principles, laws, rules and processes. • Knowledge of district administrative policies and procedures.
Required Work Experience in Addition to Formal Education/Training: Minimum of three (3) years of work experience in human resources or related field.		
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Planning, administering and implementing human resource programs, reporting and functions. • Maintaining strict confidentiality in handling sensitive employee documentation and information. • Analyzing and interpreting collective bargaining agreements. • Writing reports, business correspondence and procedure manuals. • Effectively presenting information and responding to questions from groups of administrators, supervisors, employees, vendors and the general public. • Defining problems, collect data, establish facts, and draw conclusions. • Developing effective working relationships with staff. • Communicating clearly and concisely, both orally and in writing. • Negotiating and handling stressful situations for long periods of time. • Applying knowledge of current research and theory in specific fields. • Performing duties with awareness of all district policies.
--	--

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	TOTAL	0

INDIRECT SUPERVISION:		
	Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical office setting where there are minimal environmental hazards and risks. Employee may be exposed occasionally to disagreeable conditions involving human contact.
---	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.