



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Human Resources Coordinator	<b>Department:</b> Human Resources
<b>Immediate Supervisor's Position Title:</b> Director of Human Resources	<b>FLSA Status:</b> Exempt
	<b>Classification Level:</b> Grade 18
<b>Job Summary:</b> Under the direction of the Director of Human Resources, the Human Resources Coordinator is responsible for high level planning, developing and coordinating multiple human resource department functions. This position interfaces with all School District administrators in multiple areas providing expert technical support and advice regarding all functional areas of human resources including but not limited to employee onboarding, group and retiree insurance benefit administration, employee leaves of absence, workers' compensation, the creation and maintenance of personnel data in accordance with district policies, department processes and procedures, and state and federal law.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<p>Provides Leadership for Department New Employee Onboarding Processes</p> <ul style="list-style-type: none"> <li>a) Plans, directs, coordinates and implements new employee orientation processes. Conducts new employee orientations for licensed and management employees regarding work agreement, policies, benefits, and the employee handbook. Ensures compliance with district and department policies and procedures and state/federal laws.</li> <li>b) Researches and directs compliance with work authorization requirements for non-citizen employees. Conducts reverifications of employment authorizations as required by law.</li> <li>c) Oversees, updates and revises new employee handbook.</li> <li>d) Oversees new employee pre-employment physical process for applicable positions. Interfaces with third-party vendor as needed for examination/testing changes and changes to physical requirements.</li> <li>e) Updates, maintains, and distributes employee seniority lists as required by collective bargaining agreements.</li> <li>f) Assists teachers in compiling and documenting information necessary for applying for lane changes. Reviews information to ensure completeness. Enters new salary information into Skyward system in accordance with district procedures and contract requirements.</li> </ul> <p>Employee Contact for Insurance Benefits</p> <ul style="list-style-type: none"> <li>a) Proactively coordinates day-to-day administration of group and retiree benefits and independently ensures that processes comply with relevant regulations.</li> <li>b) Researches and recommends employee benefits processes and procedures to comply with legal requirements needed to properly administer insurance benefits.</li> <li>c) Serves as the district's employee contact for medical, dental, vision, life, and long-term disability insurance plans.</li> <li>d) Interprets benefits sections of employee agreements and determines insurance eligibility.</li> <li>e) Serves as contact for third-party administrators, plan vendors and consultants. Oversees the reconciliation of monthly group health insurance bills for active employees, COBRA and retiree participants. Works closely with third-party vendors and district business office regarding reconciliation process for ancillary plans. Performs monthly self-bill process for life insurance bill COBRA and retiree participants.</li> <li>f) Manages third-party administrator's online system for open enrollment, employee status changes, benefit terminations and COBRA and retiree 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.</li> <li>g) Serves on the district's Insurance Advisory and Wellness Committees.</li> </ul>
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**Employee Leaves of Absence and Workers' Compensation Programs**

- 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.
- d) Serves on district health and safety committee.

**State Licensure Requirements for Certified Employees**

- a) 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.
- b) Serves as main contact for licensure questions, exceptions and special permissions via the Professional Educator Licensing and Standards Board (PELSB). Prepares out-of-field placement applications as needed.
- c) Monitors licensed staff to ensure properly licensed for instructional assignments.

**Human Resource Software Management System (Skyward)**

- a) Manages Skyward updates, maintenance and employee training on behalf of department.
- b) Oversees the input and maintenance of accurate human resources employee and benefit records.
- c) Updates and maintains employee management module for staffing, budgeting and negotiation costing purposes.
- d) Produces accurate semi-monthly substitute teacher system download for interface with payroll to record teacher time off and calculate substitute teacher pay.
- e) 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**

- a) Serves as resource to Directors of Human Resources and Finance and Operations for negotiations.
- b) Provides background and research for employee negotiations including salary surveys and market studies.
- c) Maintains security and confidentiality of all confidential and negotiation materials.
- d) 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**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	<b>less than high school diploma</b>	<b>Major field of study or degree emphasis:</b> Human Resources, Business Administration, or related field.	
	<b>High school diploma or GED.</b>		
	<b>1 year college</b>		<b>2 years college</b>

	3 years college	x	4 years college	
	Bachelor's Degree			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office, Google docs, Adobe Acrobat, and other advanced computer skills.</li> <li>• Knowledge of collective bargaining procedures, public sector labor and employment law.</li> <li>• Ability to understand spreadsheets and apply mathematical principles to staffing; computer skills in use of information systems.</li> <li>• Ability to communicate with a variety of personnel; ability to verbally problem solve.</li> <li>• Background and experience in interviewing and counseling employees.</li> <li>• Communication skills that target problem resolution and enhance customer service.</li> <li>• Ability to understand and apply human resource and employee relation concepts, principles, laws, rules and processes.</li> <li>• Knowledge of district administrative policies and procedures.</li> </ul>
	Master's Degree			
	Doctorate			

**Required Work Experience in Addition to Formal Education/Training:**  
Minimum of three (3) years of work experience in human resources or related field.

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

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
	<b>TOTAL</b>	0

**INDIRECT SUPERVISION:** Provides work direction to clerical support staff.

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b> 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.
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
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			
<b>Physical (Lift &amp; carry):</b>				
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.

**SECTION IV: CLASSIFICATION HISTORY**

**Classification History:**  
Description created by ISD 110 Human Resources 7/2018. Revised 9.2020.