

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

COORDINATOR - HUMAN RESOURCES

DEFINITION:

Under the direction of the Associate Superintendent-Human Resources, plan, organize, coordinate and implement the daily operations of the human resources department; provide administrative support for human resources services; provide information to employees regarding policies, procedures and regulations; address a variety of issues and/or provide general support; assist in ensuring personnel functions conform to appropriate regulatory requirements; screen applicant information for minimum qualifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and implement the daily operations of the human resources department; administer a wide variety of personnel policies and programs (e.g. advertise positions, process applications, verify applicant information, contracts/new hire approval information, compensation schedule, track teacher licensing, professional staff cost for state/federal regulations/budgeting, educator lane change eligibility, etc.) to make determinations relative to policy compliance and conforming to district policies, State and Federal regulations, laws, contracts and agreements;
- Coordinate employment process (e.g. writing/editing job descriptions, advertise positions, post with a variety of recruiting agencies, schedule district vacancy interviews, etc.) to meet district staffing requirements in compliance with established guidelines; conduct new employee orientation (e.g. introducing personnel, pay, and benefit policies, etc.) to ensure employees are apprised of current practices and administrative processes.
- Communicate with employees, departments, administrators, Utah State Office of Education and other agencies, applicants and the public to provide information and assistance concerning recruitment, employment, personnel records/issues, educator licensing/eligibility, highly qualified guidelines, professional staff cost factors, medical leave and related legal requirements.
- Inform employees and applicants regarding a variety of procedures, policies and program requirements to provide necessary information for employees to make informed decisions, taking appropriate action and/or referring to other sources if appropriate.
- Develop a wide variety of written materials (e.g. spreadsheets, letters, forms, procedures, brochures, pamphlets, etc.) to document activities, provide written reference and guidelines, and/or convey information.
- Interpret contract language, education code and employment regulations to ensuring compliance with regulatory requirements.
- Maintain manual and electronic documents, files and records (e.g. employee contracts, vacancy listings, new hires, employee data bases/change/status, researches, tracks and maintains employee longevity/years of service, educator licensing, highly qualified, license renewals, medical records/FMLA/sick bank, etc.) to provide accurate information in compliance with established guidelines.
- Monitor a variety of processes (e.g. application, eligibility, lane change eligibility, educator license status/eligibility, class assignments, FTE's and salaries, professional staff cost, employee status/changes, etc.) to ensure efficient processing of applicants and employees in addressing job requirements and adhering to legal and/or administrative requirements.
- Serve as liaison for the district, educators and potential new hires with the Utah State Office of Education for teacher licensing, highly qualified status, state "not highly qualified" status/authorization eligibility, teacher assignments, FTE's salaries and No Child Left Behind status/eligibility to make determinations and providing information relative to policy compliance and guidelines.
- Prepare a variety of technical reports and related documents (e.g. verification requests of employment, recommendations to hire, references, new hire paperwork/contracts, employee

policies and guidelines, fingerprint reports, personnel board reports & updates, etc.) to provide documentation and information to others; present information on a variety of topics

- (e.g. affirmative action, employment/recruitment, highly qualified status/eligibility, etc.) to convey information and/or making recommendations regarding district services.
- Research information required to manage assignments including reviewing relevant policies employee agreements and current practices to develop new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Supervise personnel record keeping procedures (e.g. recruiting, hiring, placing and promoting personnel) to ensure compliance with established guidelines; process documents and materials to disseminating information to appropriate parties
- Respond to written and verbal inquiries from a variety of internal and external sources to resolve problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending plans of action.
- Provide technical information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Attend and participate in various meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business, human resources or a related field and three (3) years increasingly responsible experience in human resources policy interpretation and frequent public contact.

Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- SHRM certification (desired).
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Practices and procedures related to classified and/or certificated personnel.
- Human resources office functions, practices and procedures.
- Practices and procedures related to classified personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Bargaining unit contracts and salary schedules.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.
- Data entry and retrieval techniques.

- Mathematical computations.

Ability to:

- Plan, organize, coordinate and implement the daily operations of the human resources department.
- Provide technical assistance to administrators, staff and other concerning human resources programs, functions, policies and procedures.
- Participate in the recruitment, screening and processing of personnel.
- Provide information and assistance to employees, job applicants and the public regarding personnel functions, policies and procedures.
- Prepare and maintain a variety of manual and automated personnel files, records and reports.
- Prepare announcements for job openings and place advertisements.
- Human Resource organizational operations, policies and objectives.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Distribute, screen and process employment applications and other personnel-related documents.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Determine appropriate action within clearly defined guidelines.
- Make mathematical computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Indoor/office environment.
- Fast-paced environment with changing priorities.

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.

- Sitting for extended periods of time.
- Repetitive hand/body motions.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.

Hazards:

- Contact with dissatisfied individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Exempt

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