



JOB DESCRIPTION

JOB TITLE: **Human Resources Coordinator (Employee Relations)**

Position Type: <b>Exempt</b>	Department: <b>Human Resources</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>HR Deputy Superintendent</b>
Salary Range: <b>5</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>March 21, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

The Employee Relations Coordinator is responsible for developing and implementing a personnel program (including goals and objectives) in an effort to improve employee relations. This includes the work of reviewing data on retention, completing exit interviews, establishing incentive and recognition programs, and facilitating an employee conflict resolution process. The coordinator will assist in implementing and administering organizational policies approved by the Governing Board and related procedures, rules, and regulations governing all District employees.

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Develops and facilitates the pipeline for “employee to employee conflict resolution” process.
- Provides and coordinates HR responses for the Districts “reporting tool” developed for employees to submit questions, suggestions and concerns.
- Supports the Deputy Superintendent in providing advice and counsel to employees regarding personnel practices, policies and employment laws.
- Manages employee relation concerns and complaints for Certified, Classified and Exempt 1-4.
- Acts as an employee advocate ensuring fair and equitable treatment of all district employees.
- Assists administrators/supervisors as needed on difficult or sensitive Human Resources matters.
- Maintains, reviews, and summarizes Certified and Classified retention data.

- Maintains, reviews and summarizes Certified and Classified Exit interviews and Surveys to drive decisions regarding recruitment and retention.
- Coordinates all Certified, Classified and Exempt, Leaves of Absences.
- Coordinates and oversees ADA processes for all employee groups.
- Coordinates and oversees Workers Compensation processes for all employee groups.
- Coordinates recognition programs for all employee groups.
- Reviews relevant employment data to collaborate in the development and facilitation of key human capital programming, i.e. retention, wellness, recognition, compensation, etc.
- Attends Certified and Classified Communication Council Meetings.
- Supports the Deputy Superintendent of HR and the Director of Classified Staff in investigation processes, as needed.
- Serves on committees as requested.
- Evaluates personnel as assigned.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the Human Resources Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.

- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies and time lines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

#### **EDUCATION AND CERTIFICATES REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have one year certificate from a college or technical school, or high school diploma and 12 plus months' related experience and/or training; or equivalent combination of education and experience.

#### **EXPERIENCE:**

- 3-5 years of experience working in HR preferred.
- Previous Employee Relations related work preferred.

#### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

#### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*