



"Committed to academic and personal excellence!"

Position: Human Resources/Benefits Coordinator

Qualifications:

1. **Education Level:** Bachelor's Degree or equivalent experience in related field. Equivalent experience will be determined by District Office administration.
2. **Certification:** None required
3. **Experience desired:** Minimum of 5 years experience in Human Resources and employee benefits
4. **Other Requirements:** Must successfully pass a background check that is satisfactory to the Board of Education. Must also provide evidence of experience, maturity and leadership abilities. The Ability to communicate positively, effectively, cooperatively and courteously with faculty and staff are required. Proficiency in Microsoft Office and Google programs are necessary. Must also maintain a high level of confidentiality and integrity on all school district matters. Must also display excellent communication and organization skills and the ability to produce documents accurately and efficiently.

General Summary: This position provides guidance and assistance to employees, directors and administrators relative to their employment contract and personnel file. Information from this department is valuable to the district, therefore, the HR/Benefits Coordinator will be included in most personnel, benefits, contractual and business decisions relating to human resource matters. Flexibility and strong organizational skills are essential. Furthermore, this position requires a high level of professionalism and confidentiality while adhering to board policy. Frequent personal contact between reporting authorities, employees and directors is necessary to achieve a mutual level of understanding.

Performance Responsibilities:

1. Obtain, organize and maintain payroll related personnel records and substitute credentials to include; background (MACHS), tax paperwork, employment eligibility forms, CDL license certification, health physicals and other benefit and deductions as they apply
2. Provide new employee and substitute orientation/training to onboard and discuss eligible benefits, deductions and various computer programs employees will be required to use
3. Provide support, guidance, and oversight to all district staff regarding employee personnel time/absence management systems to include administering FMLA and Healthcare.
4. Provide status reports to administration regarding employee absences when necessary. Advise employees on leave balances and corresponding paperwork
5. Serve as Frontline system administrator to effectively manage and optimize the utilization of the Frontline Management System Software to streamline HR processes, enhance data accuracy, and support efficient workforce management

6. Review and approve absences after administrator approval
7. Oversee the substitute management program and process
8. Communicate and correspond with outside vendors and other state agencies as they apply to employment issues
9. Attend training and professional development as needed to stay current with HR practices and policies
10. Direct and oversee the district's annual open enrollment for medical, dental, life, and other cafeteria plan deductions for district employees
11. Seek out and gather data from vendors for health care and Section 125/403B plans that would best serve district employees, which include bidding services when asked
12. Act as a liaison between administration, staff and insurance carriers, regarding billing, enrollment, withdrawals, changes and accuracy
13. Provide exit information regarding COBRA insurance and retirement to employees leaving the district
14. Monitor and maintain all workmen's compensation accident claims and provide status reports to administration
15. Maintain privacy of protected health information as required by HIPAA
16. Provide guidance to the payroll department, Board secretary and finance department as it relates to the resolution of personnel, leave and payroll issues
17. Create and present to the Board of Education as well as other employee groups as needed
18. Administer exit and stay surveys, organize results/responses, review, respond and report accordingly
19. In partnership with the Board Secretary, provide timely communication to the entire staff regarding annual events and deadlines
20. Oversee and participate in employee screening and interviews as needed
21. Oversee and manage all job descriptions for the Reeds Spring District, which includes working with administration and department heads to create, modify and/or change existing job descriptions.
22. Oversee and manage all department handbooks
23. Assist in the development of board policy as needed
24. Group Benefits Administrator, includes processing all retiree insurance correspondence and payments
25. Oversee all district disability and life insurance claims and processes
26. Process and maintain Volunteer List
27. Organize and facilitate district secretary training
28. Enter all staff into SISFin and maintain the Job List in SISFin
29. Prepare and distribute contracts, letters of intent and work calendars for all staff
30. Maintains compliance with federal, state and local employment laws and regulations including FMLA, FLSA, and Workman's Comp
31. Process unemployment claims
32. Oversee Family Care Safe Registry (FCSR) and Criminal Justice Information Services (CJIS) systems as well as act as the local agency security officer (LASO)
33. Manage E-Verify process
34. Facilitate, assign, maintain video library and monitor Safe Schools (Vector) training for all staff
35. Oversee and manage the employment verification and Public Service Loan Forgiveness processes
36. Maintain Human Resource section of the district website and oversee the HRPortal program
37. At the request of the Superintendent or designee, shall assist in other duties as assigned

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so employed. Responsibilities and duties assigned are at the discretion of the superintendent and direct supervisors.

Type of Position: Salary

Salary Schedule: Board assigned

Reports to: Director of Business and Finance

Evaluated by: Director of Business and Finance

Term: 12 Months