

CAMPBELL COUNTY SCHOOLS
CLASSIFIED JOB DESCRIPTION

TITLE: HUMAN RESOURCES COORDINATOR

Class Code: 8661

QUALIFICATIONS:

1. Any combination equivalent to a high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
2. Minimum two years experience in a high volume office setting.
3. Experience with Microsoft Office programs.
4. Ability to perform complex assignments independently with little direction.
5. Communicate effectively both orally and in writing using correct English, grammar, spelling, punctuation, and vocabulary.
6. Type a minimum of 40 wpm.
7. Ability to interact with staff and community using tact, patience, and courtesy.

REPORTS TO: Human Resources Supervisor

JOB GOAL: Perform a wide variety of responsible human resource coordination and clerical duties in the areas of recruitment, substitute employees, orientation, benefits, leaves of absence and Workmen Compensation; prepare and maintain personnel records, files, and related reports; provide information and assistance in person and on the telephone to District personnel, staff, and the public regarding personnel matters.

RESPONSIBILITIES:

1. Perform a wide variety of responsible human resource coordination and clerical tasks related to recruitment, orientation, benefits and Workmen Compensation.
2. Research, review, check, correct, and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
3. Prepare and maintain a variety of records, logs, and files including information of a confidential nature; maintain confidentiality of information and records.
4. Assist in the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits.
5. Provide information and assistance in person and on the telephone to District personnel, staff, and the public regarding personnel matters such as position vacancies, fringe benefits, and human resource regulations, policies, and procedures.
6. Receive and document messages and correspondence regarding teacher and classified employee absences; notify school or office of absences and respective substitutes. Arrange for teacher substitutes as necessary; maintain records regarding teacher substitutes.

Revised: February 2002

Revised: April, 2004

HR Coordinator – Continued

7. Distribute, receive, record, and maintain files on job applications, transcripts, fingerprints, examinations, credentials, and other information; review for completeness and compliance; schedule necessary interviews and appointments.
8. Recruit and place advertisements for substitute and certified personnel; place ads in appropriate media; obtain background information and review for compliance.
9. Apply rules by learning regulations involved in assigned activities, and applicable sections of State Education Code and other applicable areas.
10. Orient new employees and provide necessary information; assist in the enrollment in fringe benefits programs and in the completion of necessary documentation; process salary placement forms making changes as required.
11. Process worker's compensation claims; assure compliance and completion of required documentation; provide information and explain regulations to District personnel.
12. Prepare, type, update, maintain, and process a variety of forms, reports, bulletins, records, schedules, lists, and files according to established policies, procedures, regulations; verify and post information as necessary to assure completeness and accuracy.
13. Compose and type letters, memoranda, lists and other materials according to established procedures.
14. Operate office equipment, such as a typewriter, computer terminal, printer, calculator, answering machine, copier, postage meter, and multi-line telephone.
15. Order and maintain office supply inventories.
16. Learn SubFinder and provide backup assistance to SubFinder Operator as needed.
17. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

40 hours per week, 240 days per year.

Work schedule to be established. (See Board approved scheduling.)

Salary as established by the Board of Education.