

# Leon County Schools Classification Specification

Salary Grade 25

## Summary Information:

**Classification Title:** Coordinator, Human Resources      **Date Prepared:** 10/2022  
**FLSA:** Exempt      **Position Code:** 00610

## Typical Decisions and Recommendations to Others:

To efficiently and effectively coordinate and provide professional services for the daily operations of the Human Resources Department and all activities relating to labor relations, payroll, benefits, leave accounting, retirement, talent acquisition, classification and pay, HR Administration and Human Resources Information Systems.

## Activity Identification

### Activity Name

001	Direct Supervision	Control, review, verify, observe, and manage The work of people reporting directly to you.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, Objectives, and priorities for a school, department, program, or the district
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
039	Cross-Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/

departments working in a collaborative fashion, drawing on diverse skills and strategies.

042 Document Processing

Complete and process applications or forms, excluding funded program items.

045 Report Preparation (Non-Board)

Prepare required reports. This does not include reports for the Board.

047 Professional Meetings

Attend professional association meetings as Required.

049 Travel Time

Time spent traveling to meetings, between Schools, or for other purposes. Does not Include commuting between work and home.

070A Data Analysis and Reporting

Analyze and interpret data that are regularly available on student behavioral programs and performance.

120 Naturalistic Observation

Apply methodologies using standardized protocols for the systematic collection and analyses of data for a variety of audiences and constituencies.

310 Board Relations

Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.

326 Payroll Administration

Administer payroll policies and procedures. Answer questions and resolve problems of payroll preparers.

327 Payroll Preparation

Compile and compute payroll for salaries staff, temporary and hourly workers, and teachers.

330 Payroll Reports

Prepare various reports, including deduction registers and payroll costs allocations.

331 Benefit Plan Administration

Assist employees in completing enrollment forms for all benefit programs. Answer employee questions. Compile and file reports.

335 Payment Issuance

Prepare checks. Initiate payment in the accounting system.

342	Bookkeeping	Compile journal voucher entries, etc. Does <u>not</u> include departmental record keeping such as cost records.
566	Advertising	Develop concept and layout or script of paid advertisement. Place advertisements in various media.
590	Recruitment	Recruit individuals to fill vacant positions through job fairs and advertisements. Coordinate all administrative requirements in the recruitment process.
590-A	Recruitment	Screen applicants and make hiring recommendations to Human Resources.
591	Employee Certification	Administer testing to and certify applicants for positions requiring district certification. Includes application, testing, verification of credentials, etc.
594	Employee Contract Administration	Interpret all employee collective bargaining contracts.
595	Classification and Compensation	Develop job descriptions and maintain salary schedules for all employees.
596	Personnel Records	Maintain applicant flow and employee personnel and salary records. Includes eligibility results.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff. Arrange for courses at universities.
601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
606	Retirement Processing	All activities related to the retirement of district personnel. May include retirement counseling.
609	Personnel Reporting	Prepare personnel reports to meet various internal and/or external requests.

608 Leave Records

Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.

612-A Litigation Assistance

Assist in legal matters involving workman's compensation, arbitration, unfair labor practices, personal injury, and related matters.

613 Self-Development

Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain ongoing knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.

999 Assigned Duties

Perform other duties as assigned.

**Education/Experience:**

Bachelor's Degree and six (6) years of related experience (i.e., personnel recruitment or screening and selection); or

Associate's Degree and eight (8) years of related experience (i.e., personnel recruitment or screening and selection); or

High School Diploma or equivalent and ten (10) years of related experience (i.e., personnel recruitment or screening and selection).

**Board Approved:**

December 13, 2022