



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator of HR Staffing, Personnel Services Systems and Operations		Board Approved: October 16, 2007
Position Level: Administrative Salary Schedule May be assigned as: 12-month	FLSA Status: Exempt	Reports to: Executive Director of Human Resources and Employee Relations

GENERAL DESCRIPTION

To coordinate Human Resources services for the District in compliance with laws, policies, and rules in a manner that will enhance the human assets of the organization and promote employee morale.

KEY RESPONSIBILITIES

Serve as the Human Resources Personnel Services Systems and Operations functional specialist during staff database application upgrades.
Develop and deliver training programs for Human Resources Systems users.
Coordinate and manage the Human Resources employment process.
Coordinate and manage the annual reappointment and Reduction In Force employee placement processes.
Advise supervisory personnel regarding the resolution of personnel problems.
Coordinate and monitor the processing of leave requests that require District/School Board approval.
Prepare correspondence relative to personnel matters.
Coordinate the preparation and distribution of printed materials required to disseminate information in an effective and timely manner.
Develop, implement and interpret human resources policies and procedures.
Assist in the preparation of the department budget.
Ensure the department's compliance with union contract requirements as applicable.
Maintain open communication between Human Resources Personnel Services and Director of Budget.
Serve as Human Resources representative on special committees and advisory groups.
Coordinate the District's fingerprint policy procedures and services.
Coordinate the District's job descriptions to ensure FLSA compliance
Plan and coordinate the District's staffing and compensation plans.
Coordinate staff data transmissions to DOE and review resulting DOE analysis of that information.
Coordinate statistical data request.
Coordinate all automated staff updates particularly fiscal year related activities.
Coordinate the Sick Leave Bank enrollment, maintenance and application process for use according to State guidelines and Board approved procedures.
Perform other duties as assigned by the Supervisor.

CLASS SPECIFICATION

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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor's Degree in Education, Business, Human Resources Management or a related field.
<i>Work Experience:</i>	Five (5) years of related experience in Education, Business, Human Resources or a related field, or a Master's degree in a related area plus (3) years of experience.
<i>Impact of Actions:</i>	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision-Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements 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 and duties required of those in this classification.