



JOB DESCRIPTION

POSITION TITLE: Human Resources Coordinator	
REPORTS TO: Superintendent	SALARY: Treutlen County Salary Scale
FLSA: Non-Exempt	WORK DAYS: 240 Days (less furloughs)
JOB GOAL: Assures the smooth and efficient operation of a well-organized financial office in a friendly and professional manner. Conducts the financial and business affairs of the school system with responsibility for coordinating accounting, budgeting, auditing, payroll, record management, cash management, and property inventory.	

REQUIREMENTS:

- 1. Educational Level:** College degree or equivalent training and experience in school based human resources.
- 2 Experience:** Formal training in office practices and experience preferred.
- 3. Proficiency Skills:** Written and oral communication skills; ability to operate office machinery and deal with multiple tasks; computer competence; organizational and interpersonal skills.
- 4. Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office.
3. Acts in a professional manner and maintains a professional attitude toward the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
4. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
5. Demonstrates knowledge and proficiency in the use of internet, email and other computer applications as applicable to job responsibilities.
6. Demonstrates appropriate verbal, written and telephone communication skills.
7. Maintains confidentiality of sensitive information and material.
8. Maintains a professional appearance as appropriate for job responsibilities.
9. Demonstrates knowledge and proficiency in the use of office machinery as applicable to job responsibilities.
10. Demonstrates knowledge and proficiency in typing and word processing skills as applicable to job responsibilities.
11. Demonstrates knowledge and proficiency in spreadsheet and database applications as applicable to job responsibilities.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls to a minimum during work hours.
13. Demonstrates knowledge and proficiency in the development, revision and production of documents, reports, forms, and materials.

14. Maintains and manages files, records, materials and equipment in an appropriate, accessible and current manner, including records necessary for reporting and accountability.
15. Demonstrates proficiency in drafting written correspondence, answers correspondence received by and on behalf of the supervisor as requested.
16. Demonstrates accurate and consistent proof reading skills.
17. Enhances the climate of the building and the morale of colleagues.
18. Demonstrates loyalty to the school system and administration.
19. Keeps abreast of and informs the superintendent of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning areas of responsibility.
20. Coordinates open-enrollment for all insurance benefits.
21. Enrolls new employees in benefits.
22. Calculates leave deductions and recalculates pay for leave of absences.
23. Coordinates benefits for continuation for long-term leave of absences.
24. Processes retirement applications.
25. Monitors compliance with policies and laws concerning area of responsibility to the superintendent.
26. Reports and monitors workers' compensation claims.
27. Computes all payroll, making deductions for income tax, retirement, health and medical insurance, etc.
28. Maintains records covering all deductions.
29. Prepares reports and submits to Director of Finance for payment to proper agencies covering all deductions.
30. Assists Director of Finance in completion of tax forms related to payroll matters.
31. Maintains records necessary for and prepares electronic transmissions of PSERS, TRS, etc., in an accurate and timely manner.
32. Assists employees with payroll questions and paperwork.
33. Ensures proper crediting and reporting of overtime.
34. Ensures that all employees are Highly Qualified (Hi-Q) and processes appropriate paperwork to ensure compliance.
35. Completes and submits CPI in an accurate and timely manner.
36. Processes all required forms and documents for newly hired employees.
37. Maintains and updates appropriate certification in compliance with PSC.
38. Maintains all personnel records and ensures that annual evaluations and other required documents are filed in personnel file.
39. Processes and maintains professional learning hours and compliance with professional learning plans.
40. Ensures administration of personnel policies and programs.
41. Maintains up-to-date job descriptions and evaluation forms for all personnel.
42. Develops and updates Personnel Handbook.

43. Analyzes personnel needs and makes recommendations to the superintendent.
44. Assists the superintendent in processing requests for open records with regards to personnel files.
45. Monitors compliance with FMLA.
46. Initiates procedures for recruitment, hiring, certification, and retention of all system employees.
47. Processes and monitors unemployment compensation.
48. Maintains a pattern of prompt and regular attendance.
49. Follows chain of command.
50. Performs all other duties as assigned.

Board Approved: 9-14-2015

Human Resources Coordinator