

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR VI – HUMAN RESOURCES

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of three (3) years experience in Human Resources and benefits management.
- (3) Comprehensive knowledge of the Florida Retirement System.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations and policies governing personnel administration. Knowledge of state and federal laws and School Board policy. Ability to prepare and maintain complex manual and automated records. Skill to work with people in an effective manner. Ability to communicate effectively both orally and in writing. Good time management skills. Ability to deal with stress.

REPORTS TO:

Director I – Human Resource Services

JOB GOAL

To provide information and assistance to all employees regarding the Florida Retirement System and other employee benefits.

SUPERVISES:

Clerical personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Ensure efficient and effective implementation and delivery of retirement benefits to all qualified individuals.
- * (2) Counsel, advise and provide information to employees regarding retirement benefits.
- * (3) Direct the processing and maintenance of records for all retirement transactions.
- * (4) Communicate with employees, the Florida Retirement System, the Social Security Administration, and others regarding the retirement benefits program.
- * (5) Provide assistance to beneficiaries upon the death of employees and retirees.
- * (6) Prepare complete and accurate written communications.
- * (7) Supervise the review of employee service records.
- * (8) Assist employees in the accurate completion of retirement forms.
- * (9) Conduct retirement and DROP informational seminars on a regular basis.
- * (10) Counsel and assist employees in applying for disability retirement.
- * (11) Assist employees in applying for Family & Medical Leave of Absence (FMLA) and/or Leave of Absence.
- * (12) Monitor unemployment compensation claims.
- * (13) Assist Director I-Human Resource Services in conducting employee investigations.
- * (14) Provide information regarding the Bencor 401(a) Program.
- * (15) Coordinate financial planning seminars for employees.
- * (16) Use computer technology to maintain accurate retiree records, retrieve data and produce reports.
- * (17) Provide outstanding customer service and use positive interpersonal communication skills.
- * (18) Serve as the facilitator of the Sick Leave Pool committee.

COORDINATOR II – HUMAN RESOURCES (continued)

Inter / Intra-Agency Communication and Delivery

- * (19) Interact with a variety of District stakeholders to give and/or exchange information, resolve problems, and provide services.
- * (20) Assist district office staff with problems encountered.
- * (21) Answer inquiries pertaining to policy, procedure, record keeping, reporting and internal controls.
- * (22) Consult with the Florida Retirement System on interpretation of laws, rules and policies.
- * (23) Disseminate information to appropriate personnel.
- * (24) Respond to inquiries or concerns in a timely and courteous manner.

Professional Growth and Improvement

- * (25) Attend state and regional meetings to keep well informed about current trends and best practices.
- * (26) Plan and develop inservice activities at both the department and school levels.
- * (27) Participate in the development of annual goals and objectives of the department.
- * (28) Promote and support the professional growth of self and others.
- * (29) Provide technical assistance to those assigned or by request.
- * (30) Keep well informed about current trends and best practices in areas of responsibility.
- * (31) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (32) Prepare routine reports in a timely and accurate manner.
- * (33) Represent, consistently, the District in a positive and professional manner.
- * (34) Provide data to supervisor and make knowledgeable recommendations based on the data.
- * (35) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (36) Develop or assist in developing in the department budget and monitor its implementation.

Leadership and Strategic Orientation

- * (37) Provide leadership and direction for assigned areas of responsibility.
- * (38) Utilize proactive leadership in identifying potential problems.
- * (39) Utilize appropriate problem-solving strategies.
- * (40) Facilitate problem solving by individuals and groups.
- * (41) Set high standards and expectations for self and others.
- * (42) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (43) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – Pay Grade 6

Date of Board Approval: March 26, 2007