

PERSONNEL COORDINATOR

Non-Union Position

CONDITIONS OF EMPLOYMENT POSITION SUMMARY

The individual in this position acts as a liaison between administration and other (School District/ISD) staff. The Personnel Coordinator oversees the operation and management of all human resource related issues. This position will be responsible for monitoring consistency of (School District/ISD) policies and procedures as determined by the Director of Legal and Personnel Services. He/She will build business relationships both internally and externally while interacting on a daily basis with multiple levels of management. This position reports directly to the Director of Legal Services and Personnel. This is an at-will, non-union position.

QUALIFICATIONS

Education

- Required: High School Diploma, Preferred: Associates Degree or 5+ years of related work experience in a Human Resource or Business Management position.

Experience

- Experience related to employee recruiting, hiring, evaluating and employment practices within the State of Michigan.
- Experience related to Michigan State Unemployment Law.
- Experience related to Michigan State Workers Compensation Law.
- Experience related to business writing/communication within a multi-organization business.

Knowledge

- Technical proficiency with Microsoft Office Suite: Internet use and research.
- Complying with financial budgets and expense management.
- Labor, business and community awareness.
- Achieving results through strategic planning and goal setting.

Ability

- Demonstrate professional behavior with strong focus on confidentiality.
- Team orientation with all levels of employees and contacts.
- Information/data analysis and presentation.

JOB RESPONSIBILITIES

**This list of job responsibilities is not exhaustive and may be supplemented as necessary per the direction of (School District/ISD) Administration/ Director of Legal Services and Personnel*

Maintain all sanctioned Union contracts governing (School District/ISD)

Establish and comply with appropriate (non-discriminatory) hiring practices as directed by the State of Michigan and (School District/ISD) management. Will include, but is not limited to:

- Job postings
- Employment and hiring process
- New employee orientation
- Background checks
- Employment physicals
- Employee seniority and benefit records
- Employee leaves of absence: FMLA, Sick Leave, Disciplinary
- Retirement

Manage all State of Michigan Unemployment and Workers Compensation filings

Maintain school nurse certifications

Maintain annual DOE physicals for Bus Drivers and Aides

Act as chairman of EAP/Wellness Committee

Manage department expenses/invoices according to bargaining agreement(s)

- Employee clothing allowance
- Employee physicals
- Advertising budget
- Flu shots/health clinics

Keep current and accurate Register of Education Personnel

Provide support to all (School District/ISD) staff in relationship to employee benefits

Provide support coverage to School Board Secretary when necessary

Educate both internal and external customers on teacher certification requirements

CONDITIONS OF EMPLOYMENT

Employment Date: Approximately (Date), pending Board approval and successful completion of employee entrance physical, drug screening and background checks.

Salary Range: \$41,000 to \$46,000 commensurate with abilities.

Fringes: Non-Union Benefits.

PROCEDURE

Complete on-line, non-certified employment application and send with letter of interest and resume by (Time) p.m., (Day of Week), (Date):

Personnel
(School District/ISD)
(Street Address)
(City, State, Zip Code)
Fax: (Area Code) (FAX Number)
E-mail: (Contact Person's E-mail)
Website: (School District/ISD Website)

Posted: (Date)

The Board of Education of the (School District/ISD) complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and Michigan State Department of Education.

It is the policy of the (School District/ISD) Board of Education that no person on the basis of race, color, religion, sex, age, national origin, ancestry, height weight, marital status, familial status, political belief or affiliation, disability, handicap or legally protected classification shall be discriminated against, excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible, or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education.

All new hires are subject to an employment entrance physical exam including drug and alcohol testing and fingerprinting background check with law enforcement agencies.
