

POSITION DESCRIPTION

Human Resources & Employee Relations Coordinator

Revision Date: 09/15/2025

Reports to:	Human Resources Director
Supervises:	N/A
General Description of Duties (Knowledge, Skills and Abilities):	
Must have experience and knowledge working with Microsoft Office (Word, Excel, Power Point, etc.), modern office practices and equipment, including automated data management, and electronic storage and retrieval systems. Responsible for personnel management including general hiring practices and certification/licensure processing. Must effectively and efficiently perform responsible administrative functions, and effectively communicate in oral and written form. Must have experience in budget and finance. Will gather, collect, and maintain documents and records required for investigations.	
Salary Level	
Minimum Level 4 - pursuant to Cherokee Central Schools Salary Schedule	
Fair Labor Standards Act Status	
Exempt	
Qualifications/Experience	
Minimum of a Bachelor's Degree from an accredited college in Human Resources, Business Management or other business related field. Specialized administrative training or five years work experience in business office management and related technical skill areas. Preferred: At least three years of professional human resource administration required, with experience in employee relations.	
Major Functions	
Function: <u>Program Management</u> <ul style="list-style-type: none"> Assist with performing required pre-employment background checks, fingerprinting, and drug testing on New Hire Employees. Assist with coordinating all communication and paperwork necessary with new employees and the Cherokee Boys Club to facilitate new employee benefits. Must May assist with the Human Resource Director in issuing disciplinary action letters. Assist with processing SCANS reports. Assist with researching and processing job employment verifications. Notifies applicants of any deficiencies. Notarize documents. Provides new hire training related to school policy, Suspected Child Abuse & Neglect training, and Frontline training. Upload data into the Frontline Education system to ensure employment data is accurate. 	
Function: <u>Employee Relations</u> <ul style="list-style-type: none"> Handles routine human resource inquiries related to policies and procedures; refers complex matters to appropriate administrative staff. Serves as the initial contact and liaison for intake and assessment of employee complaints. Conducts initial interviews and gathers information for employee relations matters such as harassment allegations, work complaints, or other concerns; informs appropriate HR staff when additional investigation is required. Conducts surveys, interviews, and other research related to human resource policies and processes; collects information and reports results to the Human Resources Director. Maintains knowledge and understanding of laws and regulations related to EEO, Indian Preference, and human resources. Assists management with conflict management issues. Refers performance concerns and disciplinary action to the appropriate director/administrator. 	

- Maintains, recommends, and implements program objectives, policies, and procedures.
- Develops and pursues new goals and objectives for improvement in areas of employee relations.
- Communicates with employees regarding employee relations concerns; provides guidance and recommendations for the resolution of issues.
- Must review security footage when applicable to complete an investigation.

Function: Filing

- Establishes and maintains files in accordance with standard file classification.
- Files daily documents and correspondence.
- Carries out prescribed procedures for file transfer and destruction of files.
- Files important documents, promoting and adhering to confidentiality issues in all aspects of the Human Resource Office.
- Maintains an Applicant Supply File as required, and updates file as required by school policy.
- Maintains Central Office file on all personnel, including past and present employee contracts and other documents required in the Personnel Manual.

Function: Licensure

- Tracks all documents needed for licensing during the initial employment application process.
- Works closely with the Beginning Teacher and Licensure Administrator to determine minimum qualifications of applicants.
- May correspond with DPI and RALC – completing all research and necessary paperwork and forms required as needed.
- Assist with maintenance of licensing files for Teaching Staff.

Function: Budget and Finance

- Maintains Cuff Account for HR Department.
- Ensures invoices and billing is entered into MUNIS.

Function: Data Management

- Maintains a database of employment applications by vacancies and ensures that all necessary documentation is on file to complete the application process.
- Runs reports from database for Human Resource Director when requested for audits and reports.
- May assist with database maintenance on continuing education units for all licensed teachers.
- Proof-read typed materials for accuracy of form, content, grammar, and punctuation
- Prepares replies to inquiries which can be answered by reference to office records and files, by personal knowledge or knowledge of the supervisor's views
- Types resolutions, contracts, and recommendations for processing.

Function: Evaluation

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

Function: Physical Requirement

- The job will require sitting, standing, walking, lifting, speaking, and visual and hearing acuity.
- May be required to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.
- Shall be required to reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers and/or controls.

Function: Other (Non-regular)

- May be asked to perform other duties as assigned.
- Must be able to work independently.
- Must possess the ability to multi-task.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.