



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Human Resources Coordinator (Compensation/Payroll)

Page 1 of 5

Reports to:	Director of Human Resources
School/Department:	Human Resources
Pay Grade:	Administrative Management/AM5
Wage/hour status:	Exempt
Work Days:	226
Created/revised:	September 2025

Primary Purpose:

The HR Coordinator (Compensation/Payroll) is responsible for overseeing the daily operations of the compensation team and ensures employee payroll compliance with District policies and procedures in a centralized processing environment. Coordinates personnel action submissions with Payroll, Budget, Finance, Human Resources, and multitude of users/clients.

Qualifications:

Education/Certification:

- Bachelor's degree in Human Resources, Business, or closely related field from an accredited college or university recognized by the US Department of Education
 - Degree may be substituted for an equivalent combination of applicable education, training, and experience as approved by HR.

Special Knowledge/Skills:

- Knowledge of Federal, State, and local employment pay law and district policy requirements related to human resource pay practices
- Advanced knowledge of personnel/payroll operations, processes, internal control procedures, and various pay situations associated with employee base pay, supplemental pay, Leave of Absence, separation/close out pay
- Considerable knowledge of Human Resources Information Systems/Payroll (MUNIS), timekeeping (KRONOS), absence management software (AESOP), and e-banking systems or similar as related to payment processing as well as payroll deductions associated with benefits, taxes, retirement, etc.
- Skill in overseeing, organizing, and coordinating large district-wide compensation payment and the processing high volume employment transactions
- Skill in gathering/organizing/analyzing/interpreting data, utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions for compensation issues
- Skill in analyzing, generating, and troubleshooting transaction process items and applying appropriate resolution and recommendations to problem situations
- Skill in proofreading, reconciliation, account balancing, and reporting large volume of numbers
- Skill in above basic mathematical calculations beyond basic arithmetic, data entry, and detailed numerical/clerical work
- Skill in operating MS Office (Word, Excel, Access)
- Ability to oversee staff, implement efficient processes, and maintain morale
- Ability to provide consistent, fair and policy-based direction to others and make independent judgments
- Ability to organize and manage multiple complex tasks simultaneously and independently to meet deadlines.
- Ability to maintain confidentiality of privileged and sensitive information



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Human Resources Coordinator (Compensation/Payroll)

Page 2 of 3

- Ability to comprehend complex systems and technical information and explain effectively to a wide variety of stakeholders.
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to communicate effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel and administration.

Experience:

- Five years of experience in a highly specialized technical capacity with primary exposure in any combination of employee/position compensation payroll, or related area for a school district, university/college, or government entity
- Experience in an administrative supervisory/lead role preferred
- Work experience using a Human Information Management System (HRIS) and/or Payroll Information Management System
- Bilingual in Spanish helpful

Major Responsibilities and Duties:

Payroll/Compensation/Salary Administration Responsibilities

1. Supervise daily operations of personnel action (hires, salary rate adjustments, transfers/assignment changes, terminations, resignations or retirements and other data changes) processing in a centralized unit.
2. Provide technical expertise to internal and external customers on employment transaction process and procedures, troubleshoots issues, and recommends amicable solutions.
3. Review and determine personnel actions for assigned team members and serves as backup support for the team as needed.
4. Calculate and process base pay and salary adjustments affecting employee situations.
5. Work with campus officials, department heads, and Humble ISD employees in answering questions, explaining payroll/payout situations, resolving issues, and clarifying HR guidelines related to District pay practices.
6. Serve as liaison to the Payroll Department in preparation and coordination of transactions associated with employee pay as well as troubleshooting and resolving software related anomalies.
7. Facilitate meetings and communicate training/information with regard to processes in order to educate, foster, and maintain relationships with internal and external users.
8. Coordinate workflow changes affecting HR departmental areas and multitude of users/clients.
9. Ensure compliance with District policies/procedures and Federal, State, and local laws.
10. Continually review internal processes and implement continuous process improvements where applicable.
11. Ensure staff are fully trained on internal processes.
12. Carry out final mass update planning session discussions with partnering departments to achieve necessary deadlines and commitments affecting employee pay.
13. May assist with other salary administration items as it relates to employee compensation and pay.

Policy, Reports, and Law

1. Compile, analyze and interpret data and figures utilizing spreadsheet and/or other technology applications.
2. Maintain databases for new hires, terminations, transfers.
3. Prepare correspondence, forms, records, and reports as requested.
4. Compile pertinent data as needed when preparing various federal, state, and local reports.
5. Maintain accuracy of district's financial software database for employees.
6. Assist with pulling existing records, inserting newly received documents, and filing/scanning supporting documentation.



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

**Human Resources Coordinator
(Compensation/Payroll)**

Page 3 of 3

School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgment, and decision making with coworkers, supervisors, other district personnel, outside agencies and organizations.
3. Promote an open collegial environment among staff and develop positive staff morale.
4. Promote teamwork by sharing knowledge, providing cross-training for employees, cooperating with others, participating in meetings/work groups, and supporting district/department goals and objectives.
5. Demonstrate skill in anticipating, managing and resolving conflict.

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor District officials and employees, vendors, and outside agencies and organizations.
2. Effectively communicate with Payroll, Benefits, Risk Management, Human Resources, Budget, Support Services Managers, and Campus Administrators.
3. Provide outstanding customer service.
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.

Supervisory Responsibilities

1. Supervises and evaluates performance of support staff assigned within area of responsibility.

Other

1. Maintains confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Assistant Superintendent of Human Resources.
2. Demonstrates effective interpersonal skills through communications with employees, staff and others.
3. Attend professional growth activities to enhance knowledge, skills, abilities, and maintain awareness of current research and issues in human resources, education, including technology integration and remain current on new and emerging technologies.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Promotes a positive image that supports the mission of the district; works with all human resources personnel to continually improve the professionalism of the total department
6. Responds to after-hours emergencies as needed.
7. Performs other duties as may be assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Prolonged and irregular work hours-flexibility with schedule preferred

Workload is deadline driven with office atmosphere at times noisy and hectic

Prolonged use of equipment and computers with repetitive hand motions

Requires performing tasks sitting, walking, standing, bending, stooping, lifting, pulling, pushing

Frequent contact with staff and/or other district/campus employees

Work with frequent interruptions during peak hiring periods

Work location assigned requires physical presence in office

Daily attendance and punctuality at work are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____