



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1800 • FAX (907) 442-2172

JOB DESCRIPTION

TITLE: Human Resources Coordinator

V-99-34

QUALIFICATIONS:

1. Two years human resources experience required with increasing responsibility.
2. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
3. A Bachelor's degree with a degree in Human Resources or Management Organization preferred.
4. An effective communicator as appropriate for the needs of the audience.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO:

Director of Human Resources

JOB GOAL: To assist the director with the operation of the Human Resources Department in a manner that promotes the overall efficiency of the District.

PERFORMANCE RESPONSIBILITIES:

Assists director to ensure District compliance with all State and Federal human resource regulations; Screens applications and makes recommendations for the selection of personnel as requested; Evaluates employee placement on certified and classified salary schedules and prepares employee contracts and other pertinent hire paperwork; Maintains complete, accurate, and up-to-date employee files; Maintains the employee health insurance database and completes the monthly health report; Serves as Equal Employment Opportunity Officer for the District. Certifies eligibility of employees for the district-sponsored insurance plans; Primary contact with Juneau Division of Retirement for PERS & TRS matters including but not limited to initial hire papers, monthly reports, termination papers and retirement papers; Provides analysis and recommendations to the director regarding human resource actions including recruiting, hiring, disciplinary action, and other human resource matters; Prepares statistical reports and answers questionnaires requesting information on district's human resources program; Appraises director daily of pertinent problems, developments, and events in the area of human resources; Coordinates assignment of District-owned housing units with local principals; Coordinates extra duty contract with district principals and director; Assists in designing evaluation instruments for employees; Assists in providing orientation and information services to employees and prospective employees; Participates in developing department goals and systems; Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services provided; Coordinates and monitors FMLA and other leaves of absence; Helps train and supervise human resources office staff; Other related duties as assigned by director.

TERMS OF EMPLOYMENT: Salary and work year to be established by the NWABSD Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board Policy.