



NEW:
07/01/2016

JOB TITLE:	HUMAN RESOURCES PROCESSING COORDINATOR
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/Grade 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8473
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of the JCPS Welcoming and Processing Center. Assumes responsibility for processing Classified staffing, Certified staffing and the application and assessment process for prospective employees. Oversees processing tasks for all new and prospective employees including support for onsite application processing and support for completion of new employee hiring processes. Remain current on industry trends, legislation, and regulations to ensure programs are in compliance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership and oversight to the Processing and Welcome Center
- Develops, establishes and facilitates personnel action processing, and new employee welcoming
- Monitors processes. Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit
- Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information
- Prepares, delivers or assists with training for staff
- Prepares and/or assists in preparation of reports, records, and other documentation, as required
- Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required
- Evaluates assigned staff
- Assures compliance with federal, state and district policy and administrative procedures and negotiated agreements
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) successful experience in Human Resources Knowledge and experience with various HRIS Effective written and verbal communication skills
- Ability to multi-task and drive multiple projects
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Master's Degree

