



NEW: 07/01/2019
 Submitted: 05/14/2019

JOB TITLE:	COORDINATOR WELCOME CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of the Welcome Center and oversees technical assistance. Coordinates new employee training and onboarding including contract signing. Ensures compliance with federal, state statutes and District policies and procedures. Supervises the day-to day operations of the Welcome Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership and oversight to the Welcome Center
- Develops, establishes and facilitates new employee welcoming, onboarding and training including fingerprinting, collection of paperwork, creation of staff identification cards and new employee orientation
- Coordinates and oversees annual contract renewal processing
- Reviews and oversees annual salary increases and off step processing
- Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks
- 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
- Monitors and tracks the progress of new and current technology software and data base management systems used by the department
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline
- Three (3) successful experience in Human Resources knowledge and experience with various HRIS Effective written and verbal communication skills

Ability to work effectively and collaboratively with others
Effective written and verbal communication skills
Ability to organize and multi-task a variety of duties
Must maintain a high degree of confidentiality

DESIRABLE QUALIFICATIONS
Master's degree in related field
Human Resource Certifications
Experience in a diverse workplace