



# PECOS-BARSTOW-TOYAH ISD

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**Job Title:** HR Coordinator  
**Reports to:** Chief Executive Director of HR  
**Dept./School:** Human Resources

**Exemption Status/Test:** Exempt  
**Pay Grade:** Professional  
**Revised:** 04.15.2025

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## ***Primary Purpose:***

Direct and manage assigned areas within the Human Resources Department, including, but not limited to, supporting the implementation of human resource programs such as professional and auxiliary staffing recommendations, wage and salary administration, leave administration, performance appraisal, employee relations, benefits, and recruiting. Support and fulfill sound and effective human resource management programs, policies, and practices.

## **Qualifications:**

### **Education/Certification:**

Bachelor's degree in Human Resources, Business Administration, or equivalent for the position  
HR Certification or Mid-Management Certification, preferred

### **Special Knowledge/Skills:**

Knowledge of selection, training, and supervision of personnel  
Knowledge of general and education employment law and hiring procedures  
Ability to implement policy and procedures  
Ability to use software to develop spreadsheets, perform data analysis, and do word processing  
Excellent public relations, organizational, communication, and interpersonal skills  
Ability to speak effectively before groups of employees, the school board, or other organizations  
Excellent organizational skills

### **Experience:**

Three years of progressively responsible experience in human resources management or public school administration, and two years of supervisory experience

## **General Responsibilities and Duties:**

- Regular attendance and punctuality
- Support and align work with the District's mission, vision, and beliefs.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

## **Primary Responsibilities and Duties:**

### **HR Support**

1. Support and assist with aligning processes and procedures, including recruitment, selection, onboarding, training, evaluation, and retention strategies.
2. Coordinate staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and/or benefits.

3. Assist in ensuring district compliance with federal and state laws and regulations.

### **Employment**

4. Support efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans. Oversee and assist with implementing recruitment and retention strategies and a screening and selection process for all employees.
5. Review certifications to ensure that teachers and other staff have the appropriate credentials for their assignments.
6. Assist with managing a system for new employees to acquire appropriate information, support, and training necessary for job and organization success.

### **Compensation and Benefits**

7. Assist with the district's compensation program, including preparing and reviewing job descriptions, salary surveys, and position reclassifications.
8. Make recommendations for salary administration and placement of new hires.
9. Coordinate the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs, including overseeing relationships with insurance vendors and third-party administrators.

### **Employee Relations**

10. Assist with identifying and responding to employee issues; collaborate with district leadership to ensure preemptive and effective employee communications.
11. Assist with administering the employee grievance procedure adopted by the board. Assist with investigating, analyzing, and making decisions regarding personnel problems and/or related policy issues.
12. Support directors, officers, employees, and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.
13. Assist with annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Coordinate effective districtwide employee recognition programs.
14. Assist with annual updates to the employee handbook and personnel directory. Inform employees of personnel policies, procedures, and programs that affect them.

### **Records**

15. Support personnel records management and help ensure compliance with the state records management program.
16. Compile, maintain, and file all reports, records, and other documents as required.

### **Other**

17. Prepare and deliver written and oral presentations and professional development on HR policy, practices, regulations, and management issues to employees and district leadership.
18. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings, and adjust plans, policies, and procedures accordingly.
19. Ensure compliance with local, state, and federal employment laws and stay abreast of state and federal public policy changes that could impact the district.
20. Follow district safety protocols and emergency procedures.
21. Other responsibilities as assigned.

**Supervisory Responsibilities:**

Support HR Office staff in supervisory responsibilities; may be assigned direct supervision of staff

**Mental Demands/Physical Demands/Environmental Factors:****Tools/Equipment Used**

- Standard office equipment, including computer and peripherals; imaging equipment

**Posture**

- Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting

**Motion:**

- Repetitive hand motions, including frequent keyboarding and use of the mouse; occasional reaching

**Lifting:**

- Occasional light to moderate lifting and carrying (less than 44 pounds)

**Environment:**

- May work prolonged or irregular hours

**Mental Demands:**

- Work with frequent interruptions; maintain emotional control under stress

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*This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Reviewed

by:\_\_\_\_\_

Date:\_\_\_\_\_

Received

by:\_\_\_\_\_

Date:\_\_\_\_\_