



Rock Island-Milan School District 41

JOB DESCRIPTION

Human Resources Coordinator (HRC)

POSITION INFORMATION:

POSITION TITLE	Human Resources Coordinator (HRC)
DATE CREATED/AMENDED	April 7, 2020/Amended April 2, 2024
DEPARTMENT	Human Resources (HR)
LOCATION	Administration Center Building
FULL-TIME/PART-TIME	Full-time
APPOINTMENT TERM	260 Days
FLSA: EXEMPT or NON-EXEMPT	Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Assistant Superintendent of Human Resources (ASHR)
OTHER INFORMATION	Non-Affiliate- \$54,387-79,626

POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

To succeed in this job, an individual must satisfactorily perform each essential duty. The requirements below represent knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Position Summary:

Under the direction of the ASHR, the HRC position supports all primary functions of the full life-cycle recruitment processes and manages the District onboarding process. The position prepares, updates, and maintains employment records related to hiring, transferring, promoting, and terminating. It explains and applies human resources policies, procedures, laws, and standards to new and existing employees. It coordinates all other administrative functions related to the human resources department and collaborates with district leadership on various matters.

Essential Functions and Responsibilities:

- Manages the District on-boarding and off-boarding process for all employees
- Manages the Student Educator Placement/Residency
- Creates and manages seniority lists, years of service, retirement planning, and tracking

- Oversees the position control platforms/systems
- Manages the Family Medical Leave Act (FMLA) and Leave of Absence programs
- Conducts new hire testing for non-affiliates and secretaries
- Provide advice and guidance to employees regarding the retirement process
- Acts as a resource for collective bargaining agreements

Administrative Responsibilities:

- Respond to employment verification inquiries
- Composes a variety of HR correspondence
- Validate appropriate licensure endorsements /renewals and transcript maintenance
- Creates the HR board agenda
- Develop and implement policy practices
- Processes unemployment claims

Payroll Support Responsibilities:

- New hires and terminations
- Employment changes (position, location, medical leaves, etc.)
- Doc days
- Salary matrix (RIESPA; RIEA, and AFSCME)

Training:

- Administers the New Employee Orientation program
- Provide HRIS training to HR team members

Reports:

- Prepares state-wide reports (IWAS)
- District/State reporting to the Department of Labor (DOL)
- Submits new hire reporting/compliance to the State of Illinois

Technology:

- Supports Frontline Systems
- Stays current with HR trends and technologies
- Utilizes Microsoft Office and other technical applications
- Google Docs and systems (preferred)

Required Education:

Bachelor's Degree

Certifications and Licenses:

N/A

Required Experience/Qualifications:

- Three (3) years hands-on experience working in human resources or similar organization
- Working knowledge and understanding of human resources principles and practices
- Proven experience working with a variety of diverse applicants, employees, and customers

Preferred Qualifications:

- Bachelor's Degree in Human Resources or related field
- Recruitment and interviewing techniques
- Knowledge of unions and contract negotiations

Required Knowledge, Skills, and Abilities

- Ability to always be customer service oriented and present a professional image for RIMSD 41
- Knowledge of employment and labor laws
- Ability to apply employment laws and regulations
- Excellent communication skills (oral and written)
- Ability to communicate and interact with a variety of diverse groups of people
- Understand human resources policies and procedures and apply the knowledge as necessary.
- Must be able to make sound judgments and be observant of details
- Skilled at conducting presentations
- Knowledge of an Applicant Tracking System (ATS) and other technical applications
- Demonstrates the ability to be a team player

Physical Demands:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this Job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee must frequently lift and move up to 10 pounds and not more than 50 pounds.

Work Environment:

The work environment is an office setting and the characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is quiet.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of the position's duties and standards. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

Supervisor/Manager Signature

Date

Employee Signature

Date