

JOB DESCRIPTION

Job Title	Coordinator Human Resources	Job Title Code	160123
Reports to	Chief Human Capital Management Officer	Wage/Hour Status	Exempt
Dept/School	Human Resources	Pay Grade	103
		Date Revised	March 7, 2025

Primary Purpose

Responsible for supporting the Chief Human Capital Management Officer in the development and implementation of human resources programs, initiatives and employee communication. Coordinate complex, analytical and technical work involving management of the Human Resources position control function. Support the implementation of legally sound and effective human resources management, policies, and practices.

Education/Certification

- Bachelor's degree in human resources, business administration, education, or related field

Special Knowledge/Skills

- Knowledge of federal and state laws related to Human Resources and ability to implement policy and procedures
- Knowledge of strategic planning processes
- Must be able to work independently to complete special projects and organize and analyze information pertinent to the operation of the District
- Ability to use systems applications, develop spreadsheets and perform data analysis
- Knowledge of software systems and how to navigate and set up new systems
- Strong analytical, organizational, communication, and interpersonal skills
- Ability to effectively present information in one-on-one and to small and large groups of employees

Experience

Three (3) years' experience in human resources, public school setting or related field
Two (2) years' progressive experience in human resources functions

Major Responsibilities and Duties

1. Create and manage a system to ensure job descriptions are maintained and updated on a regular basis and ensure all authorized positions and job descriptions are accurately maintained in the position control system.
2. Work with HR Administration and the Budget department to set up authorized positions and establish position code numbers (PCN) to ensure staffing, accounts, and positions are correctly assigned to employees.
3. Perform complex analytical and technical tasks involving the position control system for budget development and the preparation of the annual District budget.
4. Maintain knowledge of District policies and education trends and assist in the preparation of comprehensive, accurate, and timely data analysis for decision making.
5. Work with the Chief Human Capital Management Officer to ensure that department operations contribute to the attainment of district and human resources goals and objectives.
6. Maintain the department budget and inventory of supplies and equipment and initiate requisitions as needed to maintain an efficient operation of the department.
7. Enter weekly time sheets information into the system and assist with managing department personnel absence reporting.
8. Participate in various committees, as necessary, to ensure effective strategic planning and alignment with the District's strategic priorities.
9. Adhere to confidentiality regarding all personnel matters.

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10. Submits agenda items for Cabinet and/or Board of Trustees meetings as per timelines and all related documentation.
11. Attend board meetings as necessary and assist with board presentations.

Policies, Reports and Law

12. Assist in ensuring district compliance with federal and state laws and regulations.
13. 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.

Communication

14. Promote positive community relations through effective communication and maintain good rapport with district employees at all organization levels.
15. Prepare and develop agendas, memos, communication, and correspondence: identify meeting participants, collect, prepare, and distribute appropriate briefing material.
16. In supervisor's absence, ensure that requests for action or information are relayed to the appropriate person.
17. Represent the supervisor at designated meetings.

Professional Growth

18. Participate in professional growth activities and stay current with local, state, and federal regulations.
19. Attend required professional development.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending.
- Work hours will regularly occur after school and may occasionally be prolonged and irregular.
- Frequent District wide and in- and out-of-state travel.
- Use of standard office equipment including personal computer and peripherals.
- Work with frequent interruptions.

Terms of Employment

226 days; salary to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Adopted: 3-4-25

Amended 3-7-25



EL PASO
INDEPENDENT
SCHOOL DISTRICT

JOB DESCRIPTION

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.