

HUMAN RESOURCES COORDINATOR
SAU 70

Qualifications:

Associate's degree in personnel, human resources, or related field; five years' experience in personnel, human resources, or related field; demonstrated high level of interpersonal relationship abilities; familiarity with laws governing payroll, human resources, and benefits administration; demonstrated competence in computerized systems; and, proficiency with Internet technology, application software.

Representative Types of Duties and Responsibilities:

1. Provide guidance and consultation with staff, supervisors and retirees regarding a wide range of pay and benefit issues, laws, and labor contracts for three districts (one interstate district and one district in Vermont) and the Superintendent's Office; containing five union groups and four non-union groups.
2. Process all paperwork required for the initiation of employment with SAU districts including the review of employee benefits and district policies.
3. Coordinate all pay and benefit plans for all employee groups.
4. Responsible for calculation and preparation of annual employee contracts/agreements for all employees and for communicating contract adjustments to payroll when necessary.
5. Process paperwork associated with termination of employees including providing advice on COBRA benefits, retirement procedures, calculation of final pay, and notification of unemployment compensation insurance company and benefit providers.
6. Administration, coordination, and maintenance of district- and employee-paid post-retirement benefits for retirees. Maintain retiree database.
7. Responsible for processing and administering claims for life insurance, disability benefits, and workers' compensation.
8. Respond to personnel-related questionnaires, surveys and correspondence from Departments of Education, professional and political organizations, other groups as required.
9. Establish and maintains Excel spreadsheets for salary and benefits to support budget preparation and collective bargaining.
10. Additional responsibilities include: Retiree Drug Subsidy Program coordination, GASB 45 data preparation, third party administration coordination for: health reimbursement administration (HRA), Flexible Spending Plan (FSA), 403B tax sheltered administration coordination, self-insured dental plan, & COBRA administration.
11. Other duties as may be assigned.

Reports to: Assistant Superintendent for Business

Supervises: Part-time and temporary staff assigned to Human Resources office

Physical Limitations of Job: May require lifting of up to 50 pounds, kneeling, crouching, and physical dexterity

Category: Calendar Year, FLSA Exempt

Date Adopted: 9/30/12
Date of Last Review: 9/30/12