

## **JOB DESCRIPTION**

**Title:** Coordinator of Employment Services & Benefits

**Qualifications:** Bachelors Degree in Business or Human Resources/Personnel (preferred)  
Associate Degree in Business (mandatory) Prior  
Human Resources experience (preferred)

**Experience:** Prior HR/Personnel office experience in a large scale office  
Ability to demonstrate interpersonal effectiveness, and employee contract  
administration  
Ability to interpret and implement HR initiatives  
Demonstrated proficiency in MS Word, Excel, Access, Outlook, and  
PowerPoint software

**Immediate Supervisor** Associate Superintendent of Operations

**Supervises:** Secretary III/Certification Analyst

**Salary:** Based on Qualifications and State Approve Pay Scale

**Term of Employment:** 261 days renewable (annually)

**Responsibilities:**

1. Conduct all new employee orientation sessions including follow up regarding completion of necessary paperwork and testing for all new contracts issued to employees of Jefferson County Schools
2. Act as the Jefferson County Schools primary contact for employee benefit information, enrollment information, benefit changes, and termination from benefit plans offered by the County
3. Manage employee communications throughout the Jefferson County Schools in regards to Benefits, Policies and Procedures, Job Development and Postings, and Hiring Practices
4. Act as the Jefferson County Schools retirement plan administrator
5. Responsible for creation of all notices of Jefferson County Employment opportunities, the receipt of all applicant submissions, the necessary screening of out of system applicants, the scheduling of all staff interviews, arrangement of testing, and necessary appointments, and the review of applicant data relative to experience and skills specific to the posting
6. Identify, prepare and submit all potential employee packets for inclusion in Jefferson County School Board meetings
7. Administration of Benefits & Wages for all personnel, and the communication of any changes, adjustments, and/or regulatory updates
8. Follow through on all Jefferson County School Board meeting agenda items specific to hiring, terminations, transfers, leaves of absences, and other directives as required by the School Board or Associate Superintendent of Operations
9. Responsible for the creation of all relevant information necessary for completion of all contracts for employees of the Jefferson County Schools including any subsequent contracts as related to transfer, promotion, or job change of any current employee
10. Update Management, Administration, Principals, and the Superintendent of the status of the following:
  - performance reviews
  - performance improvement plans
  - employee seniority changes
  - job evaluations
  - open and unfilled job postings

**Performance Expectations and Standards:**

1. Responsible for maintaining current knowledge of the West Virginia laws and regulations as they relate to the performance of the HR Department and its subsidiaries
2. Identifies, retrieves and interprets data from West Virginia Education Information System (WVEIS) for the detection and identification of discrepancies as related to personnel
3. Establishment and maintenance of Service Personnel employee enrichment opportunities and trainings, in consult with staff development *person* to ensure training needs are met
4. Demonstrated efficiencies in the composition and punctuation of all Human Resources business letters and notifications, including but not limited to:
  - Correspondence to all applicants, hires, and terminations within the Jefferson County Schools and County offices
  - The incorporation of data from the Jefferson County School Board minutes
  - The composition of charts, spreadsheets, and presentations as relative to the training of persons on issues relative to the administration of the Employee Services & Benefits Department
  - Monthly updates to personnel for changes in employees, benefits, policies, etc.
5. Assists in the annual organizational analysis, review and submission of annual job classifications, and proposals for adjustments to positions, functions, or allocations of employees
6. Ensures proper confidentiality of records, data, and personnel files
7. Assists in the preparation and review of employee grievance materials as necessary
8. Observes assigned work schedule, maintains punctuality and accuracy for all work in the department, complies with and reviews county/school policies and procedures, and completes tasks assigned with minimum supervision
9. Maintains, updates, and administers reports from the West Virginia Education Information System (WVEIS) as required
10. Maintains Personnel Training Initiative for all Department staff
11. Performs additional duties and assignments as required by the Associate Superintendent of Operations

**Public and Employee Relationship:**

1. The employee must demonstrate tact and self-control in addressing issues brought to the Employee Services & Benefits Department through any communicable means
2. The employee will assist in providing advice and guidance to employees as it relates to the performance of their job
3. The employee must exhibit an unbiased attitude toward fulfillment of the goal/initiatives of the Jefferson County School Board and the Office of Superintendent
4. The employee must act as an agent of the Jefferson County Schools in all matters of communications and services provided by the Employee Services & Benefits Department
5. The employee must be willing to adjust work hours to meet the needs of the department, the assigned duties of the job, or the direction requested by the Superintendent