



## HR Coordinator (Lead)

### Job Overview

The job of HR Coordinator (Lead) was established for the purpose of performing a variety of professional and administrative functions to assist the HR Supervisor in the daily operations of the department. Primary responsibilities include providing support and information to employees and direct oversight of auditing and accuracy.

This job reports to the HR Supervisor.

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### Essential Functions

- Responsible for the auditing and approval of employee personnel actions and reconciliation of the tracking reports to ensure consistency with the position control report (PCR) and district budgeting.
- Responsible for the review and approval of employee experience to ensure salaries are appropriately assigned during the employment process.
- Serves as the primary certified licensure liaison for the district to ensure all approved changes are effectively communicated, implemented and documentation is updated. In addition, serves as the point person for other departments and external stakeholders for all licensing or TNCompass related questions.
- Responsible for the review and management of permits, waivers, job embedded and expiring licenses as well as consistently following up with the HR Specialists to ensure appropriate tracking and follow through on all required materials to advance required licensing is being followed.
- Responsible for the development, updating and processing of all annual rehire, non-rehire, and classified termination letters are effectively completed while ensuring all policies, procedures and employment laws are being followed. Also ensure all non-rehire employment action steps are initiated and audited for accuracy and district security.
- Responsible for the management, tracking and employment processing of all Central Office certified and classified staff while ensuring compliance with the PCR.
- Assists in researching information required to appropriately manage a variety of tasks including the review of relevant policies and current practices to ensure legislation compliance with planning or responding to requests.
- Works directly with the HR Supervisor to convey effective communication to the operational staff to ensure all appropriate procedures, hiring/termination practices, deadline expectations, state, federal and local rules and regulations are being effectively implemented.
- Assists in the development of a variety of written materials including letter templates, forms, brochures, etc., for the purposes of effectively communication and relaying information.
- Participates and/or leads a variety of meetings including, but not limited to district staff, potential applicants, or external stakeholders to ensure any requested information or concerns are accurately addressed and resolved.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Working Environment

Generally, the job requires 80% sitting, 10% walking, and 10% standing

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.



**Qualifications**

**Minimum experience:** Min of 5 years in a HR related job is preferred.

**Minimum education:** Min of a bachelor’s degree is preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of federal, state, local, and district regulations related to personnel practices, district policies, and legislation.
- Advanced skill in researching, analyzing and evaluating data with strong strategic thinking and problem-solving skills.
- Strong ability to collaborate and communicate with a diverse group of individuals.
- Proficient in meeting deadlines and schedules, setting priorities and attentive to details.

**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

None Specified

**FLSA Status:**

Exempt

**Continuing Education/Training:**

None Specified

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Employee Type:**

Classified

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