

POSITION DESCRIPTION

CLASSIFICATION TITLE: Senior Supervisor

POSITION TITLE: Human Resources Coordinator

GENERAL STATEMENT OF RESPONSIBILITIES:

This professional level (FLSA Exempt) position is responsible for the development, implementation, and evaluation of the ESCSB's human resources programs, including recruitment, retention, employee relations, compensation, performance management and benefits. Coordinates activities among supervisors with the involvement of the Executive Director. Audits human resources policies and procedures for scope, consistency of application, and equability. Establishes direct or indirect involvement with the ESCSB's employees to communicate human resources policies, procedures, and ideas. Responsible for making recommendations regarding employment practices and employee relations issues to assure the ESCSB's adherence to guidelines and regulations dictated by law, funding source, business necessity, or accepted professional practice.

In carrying out position requirements the incumbent demonstrates initiative, exercises sound judgment, maintains confidentiality of information as warranted, and reports to and receives supervision from the Director of Finance and Administration.

MAJOR DUTIES:

- Manage/administer the overall recruitment, selection and retention process, ensuring compliance with DBHDS licensure and DMAS regulations and other state and federal regulations; acquire employment, reference, criminal, and other requisite background checks for new hires and review the acquired information with the Director of Finance and Administration;
- Conduct employee orientations and exit interviews;
- Develop, implement and oversee innovative human resources practices relative to recruitment, selection, and retention;
- Draft and/or review and approve current job descriptions of all ESCSB positions;
- Coordinate the acquisition of requisite information for new hires as well as ongoing/annual requisite information, to include TB assessments, annual driving records and criminal background checks, and other items as required and review the acquired information with the Director of Finance and

Administration;

- Coordinate the employee performance evaluation and corrective action system;
- Supervise human resources staff and conducts activities associated with this supervision;
- Identify, examine, and monitor common practices, professional and academic judgments, legislation, guidelines and court decisions for ESCSB in order to establish human resources policies that are legal, feasible, and functional;
- Participate in or affiliates with professional human resources organizations (formal and informal) to keep abreast of local events, exchange ideas, participate in educational/training opportunities and to enhance beneficial linkages relative to human resources management;
- Maintain optimal working relationship with governmental, private auditors and ESCSB staff;
- Manage employee benefits programs to include health, VRS, leave, and other miscellaneous benefits;
- Assist the Director of Finance and Administration and the Executive Director with communications with the ESCSB attorney regarding unusual or sensitive human resources matters;
- Oversee the maintenance of employee files for ESCSB including new hire and ongoing pay rates and benefits changes to assure privacy, adequate employee/supervisor information flow, employee rights and compliance with applicable laws and regulations; communicate changes timely to the payroll department and other ESCSB department, as appropriate;
- Conduct ongoing evaluation of human resources filing system for ESCSB to ensure that relevant laws and guidelines are followed and to improve system;
- Present human resources management in-service training sessions for ESCSB managers and supervisors to orient them to current legal regulations and guidelines and to provide them with methods and/or resources related to employment, supervision, coaching/discipline, benefits, policies, and other issues;
- Ensure accurate information is provided to perspective employers, creditors, and other persons legally entitled to such information, according to laws and policies;
- Advise managers, on a formal or informal basis, as to alternatives or

recommended actions regarding human resources practices to promote consistency and to encourage lawful or preferable management actions;

- Assist with periodic job analyses and salary surveys for purpose of position classifications;
- In conjunction with Director of Finance and Administration, assist with ACA compliance for the ESCSB;
- In conjunction with Executive Director, respond to law suits and EEOC inquiries and complaints;
- Manage employee Drug Testing policies, procedures and practices;
- Manage unemployment claims and any subsequent appeals;
- Advise the Executive Director on hiring/transfer/demotion/discipline, etc. of employees;
- Assist supervisors and managers in the resolution of human resources-related issues;
- Develop, implement and interpret human resources policies and procedures in compliance with DBHDS regulations and applicable state and federal laws; maintain Human Resources policies and procedures manual;
- Compile information/data for and provide input for budgets and requisite DBHDS reports;
- Maintain the HR section of the ESCSB's website;
- Act as liaison for the Board's Employee Assistance Program;
- Manage Worker's Compensation policies, procedures, claims and related litigation; this includes processing and maintaining all necessary documentation;
- Assist the Director of Finance and Administration and the Executive Director in the resolution of issues, problems, concerns, etc. impacting on overall agency operations;
- Represents the ESCSB at meetings, conferences, school career days, and similar human resources-related events to promote a positive agency image within the community and to stimulate helpful interagency exchanges;
- In all aspects of position, attend in service activities, conferences, seminars,

etc. related to position;

- Maintain effective employee relations between the HR Department and ESCSB employees through effective communications and timely responses to requests for assistance and/or information; and
- Perform other position related duties as requested by the Director of Finance and Administration or the Executive Director.

QUALIFICATIONS:

The incumbent should have a B.S. degree and position-related experience with the development, implementation and coordination of sound human resource policies, procedures, and practices as well as supervisory experience and possess the following knowledge, skills, and abilities:

Knowledge of: Human resources management theory, basic concepts of public administration, standard human resources management practices, general and specific applicable legal regulations and guidelines related to human resources policies and practices, various philosophies or approaches to human resources activities, including such activities as classification, job analysis, performance appraisal, hiring and discipline.

Skill (s) in: Practitioner research; consultation and training; analytical thinking; policy design, implementation, application, and interpretation; communication and interpersonal skills; needs assessment skills; employee supervision; organization and record-keeping; collaboration and negotiation; and mathematical computation and rudimentary accounting skills.

Ability (ies) to: Communicate effectively with employees, applicants, and all levels of management with ESCSB, other agencies, and businesses; interpret policies and procedures; interact with representatives of local, state, and federal government; manage multiple projects; supervise others effectively; and work with various computers and HRIS programs.

HIPAA Access Level: 5=access to all consumer/employee/contractor information

ORGANIZATION LOCATION:

EXECUTIVE DIRECTOR

DIRECTOR OF FINANCE AND ADMINISTRATION

HUMAN RESOURCES COORDINATOR

SALARY &/OR HOURLY RATE RANGE: Classification Level XI

EFFECTIVE DATE:

December 27, 2015

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

Human Resources Coordinator Date

Director of Finance and Administration Date

Executive Director Date