



HR Coord 7 / Licensing

Purpose Statement

The job of HR Coord 7 / Licensing is done for the purpose/s of licensure compliance and secretarial support to assigned administrators and HR staff by providing information and reports.

This job is distinguished from similar jobs by the following characteristics: Interfaces with Teaching and Learning department in verifying and reporting credit for determining and reporting lane advancements and certification programs.

This job reports to Director of Human Resources

Essential Functions

- Assists with unlocking employee accounts, helping employees with account set-up, etc. for the purpose of ensuring that all district employees are able to access and retrieve personal HR/Payroll/ Benefit information through the ESP website.
- Assists with on-boarding of all certified and contracted ESP (classified) employees (e.g. verifying fingerprinting, ID badges, background checks, SafeSchools, E-verify compliance, etc.) for the purpose of ensuring the efficient operation of the work unit.
- Attends department and/or in-service meetings for the purpose of gathering and disseminating information.
- Maintains and updates HR information in ALIO (e.g. Employee Master, Miscellaneous, date, location, and Jobs and Pays, etc.) for the purpose of keeping current, accurate records of PCSD employees.
- Organizes the distribution and maintenance of digital keys for all PCSD employees for the purpose of providing appropriate building access depending upon individual responsibilities.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. staff meetings, secretary trainings, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs a variety of clerical/office tasks (e.g. typing, filing, scheduling appointments, reconciling purchasing cards, updating records, etc.) for the purpose of ensuring accurate and timely office operations.
- Processes employee release information (termination) for the purpose of ensuring that all PCSD policies are followed in the termination process.
- Provides administrative support in the verification of District and USBE records of credit and relicensure points for teachers' credentials and reports critical data to the Executive Director of Human Resources (e.g. Expired license, ARL info, Letters of Authorization, etc.) for the purpose of maintaining compliance with guidelines and/or regulatory requirements and delivering services in a timely fashion.
- Provides administrative support of Entry Years Enhancement (EYE) for new teachers as established by Teaching and Learning staff for the purpose of meeting expectations of the Utah State Board of Education.
- Researches a variety of topics for the purpose of providing information and/or recommendations addressing a variety of administrative requirements.

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, applicants, general public, vendors, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Supports assigned administrator(s) in his or her absence for the purpose of conveying and/or gathering pertinent information.
- Updates Applicant Portal information for the purpose of hiring qualified district personnel while ensuring district policy is followed in the hiring process.
- Verifies credit requests from all teachers for the purpose of lane advancements.
- Verifies completion of requirements for educator license upgrades (e.g. portfolio, fingerprints/background checks, 2-hour suicide prevention class, mentor assignments, principal recommendation, Highly Qualified status, PRAXIS test completions, ethics review, etc.) for the purpose of meeting all federal, state and LEA requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; customer service; effective listening; guiding others; monitoring activities; office practices; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; concepts of grammar, spelling and punctuation; keyboarding; accounting/bookkeeping principles; office equipment and technology; personnel administration practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions; detail oriented; meeting schedules/deadlines; multi-tasking; and reliability.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 7