

SECTION I: GENERAL INFORMATION

Classification Title: Employee Data Coordinator	Department: Human Resources	Unit: Unaffiliated
Immediate Supervisor: Director of Human Resources	Grade Placement:	FLSA Status: Exempt
<p>Job Summary:</p> <p>Under the direction of the Director of Human Resources, the Employee Data Coordinator is responsible for maintaining and updating employee information and employment changes in the HRIS database to reflect contract changes for payroll; compiling and preparing required State of MN reports (STAR) outlining staff information and student data census information; and for assisting managers and employees with worker compensation policies, procedures, related reports and providing information to insurance providers; and for maintaining leave applications and records.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Processes, enters and maintains employee information and employment changes related to staff management. <ul style="list-style-type: none"> • Updates and maintains an employee management database to reflect and track contractual changes (e.g. lane/step changes, longevity, etc.) and notifies payroll of changes. • Compiles and generates reports as requested by departments. • Completes and submits the annual STAR report for MDE reporting relevant district personnel records and student data census information. • Assists the Director of Human resources in determining lane change requests, retirement procedures, and documenting personnel change procedures. 2. Processes worker compensation policies, procedures and reporting and recordkeeping. <ul style="list-style-type: none"> • Assists managers and supervisors dealing with worker compensation issues, problems or questions. • Processes all 1st report of injury reports and submits information, medical reports and return to work documentation to insurance provider. • Assists supervisors with questions concerning light, restricted, off work or issues of reasonable accommodation. • Maintains injury reports and records. Prepares annual injury reports to BLS regarding OSHA information. 3. Collaborates and works with administrators to identify future HRIS needs, additional data requirements, and analysis requirements pertaining to the management of HRIS system, database and managerial needs. <ul style="list-style-type: none"> • Serves as a business analyst in working with managers and administrators in determining future HRIS informational requirements, needs and analysis requirements. • Identifies missing data requirements and variables in HRIS database; initiates modifications; designs, develops and implements new databases to meet management requirements.
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<ul style="list-style-type: none"> Utilizes computer programming to analyze and perform analysis on HRIS information providing useful HRIS information to management to aid in decision making processes.
<ul style="list-style-type: none"> Designs and develops security procedures and testing procedures to assure the integrity, reliability and accuracy of HRIS databases and reports.
4. Processes leave applications; posts leave requests and maintain leave files for TRA and PERA reporting. Assists employees and employee groups regarding leave policies and procedures.
5. Performs other duties of a comparable level or type, as required.
<ul style="list-style-type: none"> Keeps abreast of changing developments, rule changes or reporting requirements relayed to job duties.
<ul style="list-style-type: none"> Attends training sessions, in-services, conferences or meetings.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Associate's Degree		
less than high school diploma		Major field of study or degree emphasis: Human Resources, Personnel Management, Industrial Relations, or closely related field		
High school diploma or GED.				
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Basic understanding of human resources functions, programs and activities. Knowledge of bargaining agreement terms and conditions pertaining to provisions related to job assignments. General office and general administrative procedures and operational requirements. Computer operations, equipment and typical productivity software, databases or applications used within the district and HR. Knowledge of basic record retention, record/file/database maintenance requirements and operations in the posting and maintenance of employment, employee, census, and/or other records/data. Knowledge of rules, regulations and reporting requirements pertaining to workers' compensation. Basic understanding of data privacy requirements, laws and rules as it pertains to job assignments. 		
2nd year graduate level				
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years related HR experience.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: Valid MN driver's license.		



ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Customer service, communication and human relation skills in assisting, dealing with informational requests, questions or concerns of staff, managers or public concerning HR, personnel data, leave information, workers' compensation or other employee management data. • Applying and following human resource and recording keeping operations and procedures in the maintenance of personnel records and data. • Applying and appropriately interpreting and explaining various district policies, procedures, data privacy, contract terms or conditions to district staff, managers, and the public and in accordance with the responsibilities and authority assigned to the work. • Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. Ability to calculate ratios, percentages, percentiles, averages or other descriptive statistics. • Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department. • Administrative and support skills in updating and maintaining personnel data, files and records. • Applying and following applicable labor agreement provisions and relevant laws and/or regulations pertaining to job responsibilities. • Performing work assignments requiring attention to detail, precision and accuracy. • Performing assigned functions with minimal direction in accordance with established management, departmental operations, and work methods and procedures.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand	x				Up to 10 lbs				x
Walk		x			Up to 25 lbs		x		
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms				x	Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 6/2016 BCC</p>	