

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

### **COORDINATOR OF EMPLOYMENT SERVICES**

#### **QUALIFICATIONS:**

- (1) Bachelor's Degree.
- (2) Minimum of five (5) years related experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of human resource management policies and procedures relating to personnel administration, recruitment, retention and equal employment opportunity. The ability to plan, formulate, implement, manage and evaluate programs in personnel administration. Skills in use of computer and word processing. Knowledge of office practices, procedures, and equipment. Ability to maintain confidentiality. Good interpersonal and communication skills. Ability to establish and maintain positive working relationships with others.

#### **REPORTS TO:**

Director, Personnel

#### **JOB GOAL**

To assist in the administration of the district's human resource effective employment services, and employee benefit programs to promote efficiency and maximize services to employees.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

- 1) Assist in recruitment, screening, interview and selection of District employees in collaboration with schools and departments.
- 2) Assist with the employment services required by the District, including but not limited to personnel administration for all instructional and non-instructional employees
- 3) Assist in coordinating and evaluating human resource policies and procedures related to personnel administration.
- 4) Provide employees with appropriate insurance forms and obtain information regarding group health insurance for payroll processing.
- 5) Provide retirees with appropriate basic life insurance and group health insurance forms and processes F.R.S. deductions.
- 6) Invoice retirees as needed for non-F.R.S. health insurance deducted premiums and all basic life insurance premiums.
- 7) Reconcile group health insurance retiree monthly health insurance premium statement.
- 8) Assume responsibility for providing information, assistance and / or training to School District employees regarding COBRA, Worker's Compensation, Sick Leave Bank and Employee Benefits.
- 9) Assume responsibility for processing and monitoring Worker's Compensation claims, serve as District liaison for Consortium and claims adjuster, and provide support for District cost centers as needed.
- 10) Assist with new employee orientation for Employee Benefits (Cafeteria Plan) and Worker's Compensation.
- 11) Serve as District liaison for the Third Party Administrator and assist Third Party Administrator with plan review, vendor bidding, annual enrollment and other support as needed.

**COORDINATOR, OF EMPLOYMENT SERVICES(Continued)**

- 12) Assume responsibility for monitoring policy revisions, updates and training documentation for General Health and Safety, Bloodborne Pathogens, Hazard Communication, Chemical Hygiene and Hazardous Energy Control.
- 13) Serve as secretary for the District Health and Safety Committee.
- 14) Process claims and maintain files on General Liability and Property Loss and serve as District liaison with liability carrier.
- 15) Process and maintain facility liability coverage, facility use and bus requests.
- 16) Assist in payroll processing as applicable.
- 17) Perform other incidental tasks consistent with the goals and objectives of this position.
- 18) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**

**Lane C BRM**

**Salary Index .8493 of the Administrative Salary Schedule**

**DOE Job Code 77324**

**Lane A7**

**Board Approved 12/20/2011**

**Revised Board Approval ~~04/11/2017~~, 05/25/2021**