



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

EXHIBIT A

Human Resource Coordinator

Department: Administration
Supervisor: Chief Executive Officer
Status: Full-Time, Non-exempt
Salary: Begins at \$37,120 (18.56 Hr.) – \$61,980 (30.99 Hr.)
Reporting Days: 231 (Start 7/11/2023 – 6/23/2024 Stop)
Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The Human Resource Coordinator aids with and facilitates the human resource processes at all business locations. This role administers employee health and welfare plans, payroll processing and onboarding process. The HR Coordinator acts as liaison between employees and insurance providers. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry.

RESPONSIBILITIES

- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Processes payroll accurately and timely.
- Responsible for effective employee onboarding.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Ensures timely response to information requested by government agencies including the EDD.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by upper management.
- Assists or prepares correspondence as requested.
- Prepares new-employee files.
- Performs other related duties as assigned.
- Reports to work as scheduled.

**ROBERT GOLDEN,
PRESIDENT & CEO**

BOARD OF TRUSTEES

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Ruth F. Quinto, CPA
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REQUIRED SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE

- Associate degree in human resources or related field and/or equivalent experience.
- At least two years' related experience required.
- Knowledge of California wage and hour laws.
- At least one year experience processing payroll.
- SHRM-CP credential preferred.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

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