



# AIMS K-12 College Prep Charter District

**Title:** HR, Employee Relations Coordinator (**Amendment to Title to Reflect Duties**)

**Category:** Classified

**Work Year:** 12 months

**Employment Type:** Full time

**Starting Range:** 70,000 - 74,295.45

**FLSA:** Exempt

**Supervisor:** Ombudsperson

**JOB GOALS:** The Employee Relations Coordinator, under the supervision of the Ombudsperson, is accountable for maintaining effective employee relations for the District, by providing professional support and guidance to employees regarding benefits, leaves, and other employee support related areas. The position is the first line of engagement for employees who are seeking resolution of concerns and employee-related inquiries.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## **ESSENTIAL JOB DUTIES:**

- Manage all aspects of benefits administration
- Coordinate and manage all leaves of absence
- Maintains accurate records and documentation pertaining to employee relations issues. ● Investigating and responding to concerns from faculty, staff, parents, or other stakeholders ● Implements policies and procedures related to concern resolution
- Facilitates informal mediation among parties involved in disputes
- Communicates protocols for filing grievances and appeals
- Provides periodic reports on concerns resolution data to district administrators
- Ensures that all concerns resolutions are handled in accordance with district and state regulations ● Monitors and reports trends in concerns within the district and proactively develops solutions to address issues before they become problematic
- Ability to meet travel requirements
- All other duties as may be assigned

## **QUALIFICATIONS:**

- Minimum two years experience providing support to a diverse workforce population
- Excellent verbal and written communication skills.
- Bachelor's degree in psychology or related field required
- CA Driver's license required

**KNOWLEDGE AND ABILITIES:**

- Maintain confidentiality at all times with employee information
- Skill in Microsoft Word, Excel, and PowerPoint, as well as Google Mail and Google Docs (preferred) ● Must have demonstrated ability to maintain confidentiality, and use good judgment and problem-solving skills.
- Ability to maintain professional composure at all times
- Ability to act as an impartial arbitrator

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 25 Walking: 25 Sitting: 50

**Minimum Body Movement (Frequency):**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 2 Reaching Overhead: 2 Kneeling or Squatting: 3

Climbing Ladders: 1 Climbing Stairs: 4

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

**Effective:**

**Board Approved: Pending Board Approval**