

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Employee Related Services

Date Prepared: 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

606	Retirement Processing	All activities related to the retirement of district personnel. May include retirement counseling.
713	Program Administration	Coordinate and administer special on or off campus programs or campus activities (e.g., tutoring, Compensatory Ed., substance abuse programs, etc.).
333	Pension Management	Process pension applications. Prepare pension reports.
331	Benefit Plan Administration	Assist employees/retirees in completing enrollment forms for all benefit programs. Answer employee/retiree questions. Compile and file reports.
369	Insurance Acquisition	Negotiate policies covering liability, property, equipment, school programs, workers' compensation, health, life, accident and other types of insurance.
471	Request for Proposal/Bids	Prepare, issue and/or renew requests for bids and/or proposals. Make or coordinate necessary advertisements and public notices.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
619	Employee Assistance Program	Coordinate district-wide Employee Assistance Program.

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Activity Name (cont.)

001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
003	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
071	Contract Negotiation	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include grant contracts, labor contract negotiating, or bus contracts which are covered elsewhere.
295	Other Events Management	Direct the scheduling and planning of other events and activities.
565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. or B.S. Degree with six years related; or A.A. Degree with eight years related experience; or High School diploma or equivalent with ten years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.

Effective Date: 07/01/2003