

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** Human Resources and Benefits Coordinator (School)

**TITLE #:** 1861

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work involving the preparation and maintenance of personnel and health insurance records as well as the processing of appropriate personnel related forms and transactions in a school district. The work entails a high degree of confidentiality, accuracy and attention to detail. The incumbent acts as a liaison between the school district human resources department and the Orange County Human Resources department; is involved in the employee onboarding process; and assists employees with human resources and benefit related questions and issues. Work is performed under the direct supervision of the Director of Human Resources and the incumbent will provide direct confidential support to him/her as a management level employee in the areas of collective bargaining, grievance processing, employee discipline and other personnel related matters. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Establishes and maintains all personnel records, such as civil service, sick leave and personal information for non-instructional staff, or instructional staff, or both;

Enters and updates employee records in a HRIS system;

Processes and maintains health insurance records and enrollments and assists with any questions;

Handles verifications of insurance coverage for employees opting out of the district health plan;

Explains a variety of contractual benefits to employees, including health insurance, sick bank, and the retirement system, and assists them in the completion of enrollment forms and related paperwork;

Coordinates activities associated with the school districts annual benefit open enrollment;

Coordinates with Orange County Civil Service to ensure compliance with state and local civil service law and rules and completes appropriate transaction paperwork and certifications;

Prepares employee appointment and change of status letters;

Assists in the new employee on boarding process, distributes and collects new hire forms to ensure accuracy, may also schedule interviews;

Processes all leave paperwork, such as Family Medical Leave Act paperwork and other leave paperwork as required;

Tracks tenure and prepares documentation related to tenure procedures;

Coordinates and tracks scheduling for substitute orientation;

Tracks annual compliance training and new hire orientation;

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Updates and maintains employee's information in the districts computer system and prepares related reports as required;

Assists the Director of Human Resources with the collection and submission of data for the school district;

Responds to and sends out reference checks, requests and verifies fingerprint clearance for new hires and updates the NY State ED Database when employees leave district;

Coordinates with payroll to prepare and return paperwork for Unemployment Insurance claims, prepares reasonable assurance letters;

Processes NY State Education Department verification of paid experience forms for current and former employees;

Gathers and prepares confidential information for the Director of Human Resources concerning collective bargaining, grievance processing, employee discipline and other personnel related matters, and processes internal management communications relating to these topics, including communications with counsel on each topic;

Performs a variety of related activities for the Human Resources department including but not limited to, screening and directing phone calls, opening and distributing mail, typing and filing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of clerical procedures involving the function of personnel and benefit transactions; good knowledge of office terminology; good knowledge of state and federal laws and regulations that apply to personnel administration; good knowledge of records maintenance; working knowledge of health insurance programs offered to employees; skill in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to demonstrate keyboard proficiency, with an acceptable rate of speed; ability to communicate effectively both orally and in writing and follow directions; tact and resourcefulness in dealing with people; ability to maintain the confidentiality of the information to which there is access; the ability to honestly and confidentially support the Director of Human Resources in his/her responsibilities; computer literacy; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and one (1) year of clerical or administrative support experience, in a Human Resources or Benefits capacity which must have included preparing, processing and/or auditing personnel or benefits transactions in the public sector or school district; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above; OR
- (C) An equivalent combination of training and experience as determined by the limits of (A) and (B) above.

**JURISDICTIONAL CLASSIFICATION:** Competitive

**ADOPTED:** 5/7/19dc