

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 7, 2019

INFORMATION/PERSONNEL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs administrative and clerical support duties in a school. This position is responsible for accurate data collection and reporting of individual student data from Grade Pre-K to 12 and other school-related data and for supporting the school improvement process by providing data analysis reporting. The incumbent is the district's liaison with New York State Education Department (NYSED) and Western New York Regional Information Center (WNYRIC) and is the student management systems supervisor. Responsibilities also include maintenance of personnel records, attendance and leave records, and the processing of salary increments. The work is performed under general supervision head in accordance with established policies and guidelines with wide leeway for the exercise of independent judgment in completing daily tasks. Supervision may be exercised over a small staff of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as liaison with NYSED and WNYRIC;
2. Attends all regional meetings;
3. Communicates, in the form of written documentation, any new regulations or changes to procedures;
4. Provides training to all affected parties within the organization, i.e. secretaries, principals, and directors;
5. Insures consistency of data procedures between the school buildings;
6. Establishes procedures for the verification of NYSED data;
7. Supports all staff involved in the use of and reporting of data from student management systems and additional components to record NYSED data according to regulations;
8. Coordinates and facilitates district data team meetings;
9. Provides status reports to the superintendent regarding the district's compliance;
10. Daily prepares data for the superintendent's certification;
11. Prepares all Reports of Personnel Change (RPCs) to Civil Service and payroll including salary changes and personnel transactions for support staff;
12. Maintains attendance data for all employees from submitted timesheets and prepares and distributes monthly reports;
13. Completes personnel related forms including workers compensation, no-fault insurance claims, prior service claims for retirement, etc.;
14. Researches personnel data for unemployment, employment verification/references, retirement system inquiries, worker's compensation reports, employee inquiries, etc.;
15. Balances retirees health insurance accounts;
16. Provides clerical support for the Personnel Director;
17. Operates a personal computer and related peripherals, adding machine, copy machine, fax machine, and related modern office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:

Thorough knowledge of modern information system principles, procedures, and equipment; thorough knowledge of system analysis for application to computerized methods; thorough knowledge of the use of data warehouse tools and data analysis tools; working knowledge of student management systems and current programs/processes; working knowledge of school registration processes; Working knowledge of the principles and practices of personnel administration; working knowledge of Civil Service Law and the Niagara County Rules for the Classified Civil Service; working knowledge of the procedures used in the administration of labor agreements and employee benefit programs; working knowledge of department functions and operations; skills in utilizing a personal computer at an acceptable rate of speed and accuracy; skill in providing technical expertise; ability to use a personal computer and related peripherals and modern office equipment and software; ability to design and generate reports and extract data from information systems; ability to train others; ability to communicate with others both orally and in writing; ability to maintain accurate records and prepare reports; ability to follow complex written or oral directions; ability to maintain professional relationships with others; ability to get along with others; initiative; tact and courtesy; sound professional judgment; physical condition commensurate with the demands of the position.

CONTINUED

INFORMATION/PERSONNEL COORDINATOR CONTINUED

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Three (3) years of permanent competitive status as a Typist or two (2) years of permanent competitive status as a Senior Typist, Account Clerk, or Payroll Clerk.

OPEN COMPETITIVE QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in a Business or Computer Science related field; **OR**
2. 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 in a Business or Computer Science related field **and** two (2) years of full-time paid clerical experience involving computerized data management and analysis; **OR**
3. Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time paid clerical experience involving computerized data management and analysis.