



**Job Title:** Human Resource Services      **Wage/Hour Status:** Exempt  
Coordinator Auxiliary &  
Compensation

**Reports To:** Associate Superintendent of      **Pay Grade:** Professional Pay Grade 5  
Human Resources

**Dept. /School:** Administration Building      **Date Revised:** 09/23/2011

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**Primary Purpose:**

Assist the Associate Superintendent for HR and the Assistant Superintendent in the administration of the District's human resource services affairs.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance  
Ability to use calculator by touch  
Effective communication and interpersonal skills  
Basic math skills

**Experience:**

Three years management experience

**Major Responsibilities and Duties:**

1. Work cooperatively with auxiliary department staff on hiring procedures and see that all requirements are met.
2. Brief new employees regarding benefits offered by the MISD and prepare job quotes as requested.
3. Investigate and respond to salary review requests from district personnel and process salary changes as needed.
4. Prepare and ensure the accurate and timely processing and maintenance of compensation records to meet payroll and benefit deadlines.
5. Determine salaries for new employees; determine salary adjustments for promotions, demotions, and transfers.
6. Work with HR and Business Office on salary/budget projections.
7. Keep records of auxiliary allocations and work with auxiliary departments to stay within those allocations.
8. Make necessary changes in the personnel computer system for auxiliary staff as needed.

9. Make written responses and hold hearings concerning the Texas Employment Commission on unemployment compensation claims.
10. Enforce termination guidelines with regard to possible auxiliary staff hearings or grievances.
11. Ensure that the auxiliary employee handbook is updated annually and distributed.
12. Assist in the preparation and development of the salary schedules each year to ensure they are updated and correct.
13. Prepare periodic reports for the Associate Superintendent for HR regarding vacancies, turnover and allocation of auxiliary personnel.
14. Oversee the maintenance of personnel files for all auxiliary staff.
15. Assist in organizing and managing the routine work activities of HR.
16. Perform and oversee preparation of all necessary correspondence regarding auxiliary personnel and other personnel as needed.
17. for auxiliary leadership staff (i.e., disciplinary actions, recording time sheets and absences).
18. Provide staff development for regular auxiliary staff as requested.
19. Ensure all guidelines of Senate Bill 9 are met regarding fingerprinting.
20. Prepare for review district calendar for additional positions beyond classroom teachers and aides and recommend workdays for those employees.
21. Provide HR direction to auxiliary department supervisors as requested.
22. Conduct routine salary surveys and market pricing as needed to monitor the competitiveness of positions within the district; analyze survey data and recommend pay structure changes as necessary.
23. Other duties as assigned.

**Supervisory Responsibilities:**

Directly supervises none

**Equipment Used:**

Computer, typewriter, calculator, printer, copier, fax machine.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*