

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Coordinator of Human Resources

DEPARTMENT/DIVISION: Human Resources

POSITION SUMMARY:

Under the Direction of the Associate Superintendent of Human Resources and the Director of Human Resources, the Coordinator of Human Resources assist in the planning, organization and direct operations and activities in the daily operations of the Human Resource office in compliance with laws, policies, and rules in a manner that will enhance the human assets of the organization and promote positive employee morale.

ESSENTIAL FUNCTIONS:

1. Review and approval of volunteer applications, coaching applications, and classified and certificated substitute applications.
2. Review and approval of fingerprinting documentation
3. Review and approval of employee use of absences and leave requests
4. Coordinate documentation of employee benefits in conjunction with Human Resources and Finance
5. Assist and conduct individual and group benefits counseling interviews with employees considering CalSTRS, CalPERS, AB1522, and Affordable Care Act benefits and options.
6. Interpret and accurately explain the California Education Code, policy memos, administrative directives and management memorandum related to the benefit programs above.
7. Access benefit and employee data base programs to retrieve, research and analyze member data to properly prepare for the counseling interviews and ensure the accuracy of information provided.
8. Assist in providing job specific or mandated training programs in areas related to personnel management; coordinate and conduct training sessions for employees concerning office policies and procedures and other personnel functions; prepare and deliver oral presentations.
9. Assist in providing school employee mandated trainings, including documentation of completion and compliance of mandated requirements.
10. Provide technical information and assistance to the Associate Superintendent of Human Resources and Director of Human Resources, other administrators regarding personnel needs and issues; assist in the formulation and development of policies, procedures and programs.
11. Communicate with the administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
12. Supervise, direct, and provide input of evaluation of assigned staff.
13. Attend and conduct a variety of meetings as assigned; provide technical input concerning related administrative actions.
14. Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
15. Prepare correspondence and reports relative to personnel matters.
16. Develop, implement and interpret human resources policies and procedures.
17. Ensure the department's compliance with union contract requirements as applicable.
18. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university required. Coursework in human resources management, public or business administration is preferred.

Minimum of three years of human resources required.

Minimum of two years supervisory experience preferred.

Bilingual preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of correct English usage, spelling, grammar, punctuation and composition.
2. Knowledge of modern office methods, practices and procedures.
3. Knowledge of laws and regulations of the Education Code.
4. Possess a wide knowledge of the procedures, rules and precedents of Human Resources department.
5. Knowledge of intermediate level computer skills.
6. Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
7. Ability to communicate effectively, orally and in writing.
8. Ability to make independent decisions and accurately interpret laws and practices.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

SALARY: Classified Management, Range 25

DAYS OF SERVICE: 225

APPROVED: June 9, 2015

Revised: 11.8.16 (range only)