

Oak Grove School District

JOB TITLE: Coordinator of Human Resources (Classified Management Position)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To coordinate, supervise operation of the Human Resources office, including the maintenance of certificated and classified personnel records; employment and dismissal of employees; supervision and evaluation of technicians and secretaries; development of negotiations proposals; negotiations and labor relations and contract management; and to perform all related duties as required. Employees in this classification receive general supervision from an administrator within a framework of well-defined policies and procedures.

TYPICAL DUTIES

Acts as liaison for labor relations with employee bargaining representatives

Interprets contracts and manages employee relations

Coordinates recruitment and hiring program for all employees according to Affirmative Action/EEO guidelines

Monitors appropriate assignments of certificated and/or classified staff

Coordinates employee evaluation process

Oversees District substitute program

Prepares data for personnel action at Board level

Coordinates revisions of employee collective bargaining contracts

Implements layoffs, reductions in service

Acts as resource for staff on retirement, leaves of absence, other employee programs

Administers professional growth, increment movement on the salary schedule

Maintains personnel record system for all employees regarding employment, assignments, leaves, and related personnel matters.

Coordinates, directs, trains, supervises and evaluates the work of the Human Resources Division

Oversees implementation of all required notices, verifications and other communications related to employment status

Coordinator of Human Resources

TYPICAL DUTIES continued:

Directs the processing of information relating to employer/employee relations

Implements Board policies and procedures; monitors personnel functions to insure that established policies and procedures are followed

Maintains a human resources division that is of a service to District employees

Promotes and assures appropriate communication within the division and with other District personnel

Attends and participates in meetings as requested by authorized personnel

Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of personnel functions, methods and procedures including recruitment, selection, placement, classification, and termination and evaluation procedures

Knowledge of proper management and supervisory techniques and procedures

Skill to interpret, apply, and enforce federal, state, and District laws, regulations, and guidelines

Skill to maintain, analyze, and interpret data and prepare necessary reports

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives

Skill to coordinate, direct, supervise and evaluate the work of others

Skill to communicate effectively in both written and oral forms

Skill to motivate others in the common accomplishment of stated goals and objectives

Knowledge of standard office methods, procedures, and practices

Skill to learn and apply District policies and procedures related to personnel

Coordinator of Human Resources

MINIMUM QUALIFICATIONS continued:

Skill to analyze situations and take appropriate action regarding routine procedural matters

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties