

**JOB DESCRIPTION**

Title:	Coordinator of Human Resources	Reports To:	Chief Human Resource Officer
Department:	Human Resources	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	Work Year:	12 months
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input checked="" type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		
			<input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860

**GENERAL SUMMARY OF DUTIES:**

Under general administrative direction, serves as manager of operations of Human Resources; oversees day-to-day HR operations; serves as analyst/advisor to the Chief Human Resources Officer; coordinates special projects, planning, project development and problem-solving; liaison between HR and key internal and external constituencies; provides leadership and supervision of HR operations/staff; and performs other duties as assigned.

**ESSENTIAL FUNCTIONS AND DUTIES:**

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Oversee Human Resources operations, personnel information management system (APTA) and office staff; plan, organize and direct HR operations and activities; advise the Chief Human Resources Officer on time sensitive and priority issues. *E*

*\*E – Essential Function*

- Assist with identifying, developing and implementing systemic administrative reforms designed to transform Human Resources into a more efficient and effective department focused on school needs and district priorities. *E*
- Maintain and manage the internal process for classification, reclassification, and salary structure for classified and management positions. *E*
- Identify, develop and implement improvements in HRIS processes and procedures. *E*
- Participate in the planning and management of district activities related to employee benefits and workers' compensation. *E*
- Serve as a resource regarding Board HR policies and procedures; maintain, develop, recommend, and interpret District HR policies, procedures and processes, as necessary. *E*
- Provide support and analysis for negotiations, the interest-based process, and activities related to district labor relations activities. *E*
- May act on behalf of the Chief Human Resources Officer in his/her absence. *E*
- May participate in the development/implementation of staff development programs, including succession planning. *E*
- Identify and coordinate special HR projects to further goals of the District; participate in planning, project development and problem-solving. *E*
- Serve as primary contact and liaison for HR Operations with internal/external constituents. *E*
- Monitor and supervise leaves management and compliance with state and federal leave laws. *E*
- Monitor and supervise position control. *E*
- Oversee employee hiring and separation process to ensure compliance with state and federal law and collective bargaining agreements. *E*
- Train, supervise and evaluate technical and clerical staff. *E*
- Communicate effectively (both orally and in writing) with internal/external constituents regarding district HR operations, projects, policies and procedures; coordinate activities with administrators of other divisions and departments. *E*
- Research legal matters, consult with legal counsel and compile information as requested by the Chief Human Resources Officer. *E*
- Monitor legislation and legal provisions that may affect HR operational processes. *E*
- Oversee budget management, planning and expenditure control for HR Operations budget. *E*
- Serve on District committees, as needed and/or assigned. *E*
- Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's or Master's degree in business management, or equivalent experience.
- Minimum of 7 years experience in public school, governmental agency setting, or human resources, with increasing responsibility in personnel management.
- Completion of ACSA Human Resources Academy or equivalent desired.

*\*E – Essential Function*

## **KNOWLEDGE AND SKILLS:**

### Knowledge of:

- Principles of public personnel administration, management and supervision
- Classification, compensation and benefits analysis and administration
- Personnel information systems, data management and analysis
- Conflict resolution in a public employment setting; team-building skills
- Applicable sections of California Education Code, Labor Code, and other applicable codes and regulations
- Procedures, methods, strategies and techniques pertaining to the operation of a Human Resources office
- Legal mandates, regulations, policies and procedures which govern public school personnel processes
- Principles and techniques for strategic planning and project planning
- Administration, supervision, training and evaluation of work staff
- Basic budget administration and control

### Ability to:

- Establish rapport and maintain positive and collaborative working relationships
- Effectively and efficiently perform highly responsible personnel management functions
- Effectively apply and modify personnel management methods and principles
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements
- Manage conflict resolution solutions in employment setting
- Interact with people from diverse backgrounds
- Communicate with employees and community members

## **SUPERVISES:**

All Human Resources classified employees, including but not limited to:

Leaves Desk Administrator  
Personnel Specialist  
Personnel Technician  
HR/BTSA/PAR Technician

*\*E – Essential Function*

**PHYSICAL REQUIREMENTS:**

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

<b>Activity</b>	<b>Frequency</b>		<b>Activity</b>	<b>Frequency</b>
Bend	2		Lift/carry 0-10 lbs	3
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	2
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	2		Walk	2
Grip/Grasp	3		Sit	3
Extend/Flex Neck	2		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

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