TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Human Resources Operations Coordinator **CLASSIFICATION: Classified Confidential**
DEPARTMENT: Human Resources – District Office

BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Superintendent, coordinates and assists with work related to the Human Resources department involving the day-to-day operations that include recruitment, selection, training, assignment, salary computation, leaves of absence, and other Human Resources management functions.

ESSENTIAL JOB FUNCTIONS

- Coordinates implementation of the District's ADA/FEHA Interactive Process
- Coordinates district complaints, complaint investigations, contract management and grievances, employee evaluation, and discipline
- Coordinates personnel processes within the Human Resources office
- Participates in the collective bargaining process, when requested
- Prepares salary computations and initiates salary adjustments/changes, as appropriate
- Maintains seniority lists and participates in the coordination of both classified and certificated layoffs
- Coordinates, supports, and participates in new employee orientations
- Maintains effective communications with all employee groups
- Prepares a variety of statistical and technical documents, reports, and other related projects
- Monitors the Human Resources budget and expenditures
- Works collaboratively with staff from other departments to meet the district goals and to ensure alignment of programs, services, and operations

ADDITIONAL JOB FUNCTIONS

Carries out other duties, as required.

EMPLOYMENT STANDARDS

Requirements:

- Knowledge of personnel laws, rules, codes, regulations, and procedures
- Ability to interpret and explain Education Code provisions pertaining to personnel
- Ability to interpret, apply, and explain personnel laws and procedures
- Ability to maintain accurate and complete records and to prepare clear and concise reports
- Ability to analyze situations accurately and to adopt an effective course of action
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of modern office methods, practices, procedures, and equipment
- Ability to understand and carry out oral and written directions

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

EDUCATION AND EXPERIENCE

A bachelor's degree is preferred, plus at least five years of experience in Human Resources in an educational setting or related field.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material and to identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone, and to hear sounds clearly up to five feet
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and while addressing groups of people
- Ability to exert up to ten pounds of force to lift, carry, push, pull, or otherwise move objects
- Ability to stand, walk, sit, or reach for extended periods of time
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites
- Employees in this classification work in a standard office environment with occasional movement outdoors between buildings.

Approved: 08/10/10