

North Monterey County Unified School District

JOB DESCRIPTION

Position Title: **Coordinator for Human Resources Support & Training**
Salary: Certificated Management or Classified Management - Grade 2
Reports to: Assistant Superintendent - Human Resources
Calendar: 225 days

GENERAL RESPONSIBILITIES

Under the direction of the Assistant Superintendent - Human Resources, plans, organizes and coordinates a variety of human resources activities for certificated and classified employees of the school district.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Personnel recruitment, selection, and orientation based on district needs.
- Maintains confidential personnel records.
- Provides assistance and counseling to employees related to personnel policies, laws, procedures, practices and programs.
- Manages and interprets employee master contracts.
- Monitors compliance with personnel issues related to state and federal guidelines, including affirmative action and the Americans with Disabilities Act.
- Monitors and support procedures related to the evaluation of classified, certificated and management employees.
- Verifies credentials and monitors assignment of certificated staff for compliance with state regulations.
- Coordinates transfers and reassignments, terminations, and disciplinary actions.
- Administers and monitors leave of absence requests.
- Administers workers' compensation, unemployment and disability claims.
- Maintains appropriate working relationships and communication with all employees and employee groups (associations).
- Supports programs related to employee health and wellness.
- Stays current with new laws, policies and programs and develops appropriate procedures to meet their requirements.
- Maintains and updates job descriptions.
- Procures competent substitutes to meet the needs of the District.
- Hires, trains, prioritizes and assigns work, supervises, and evaluates assigned staff within the Human Resources department.
- Monitors the implementation of retirement incentives and services.
- Assist with the development of effective communication and collaborative problem-solving with employee groups.
- Assist with training and plans for effective customer service.
- Attends meetings and visits school sites representing NMCUSD.
- Performs related duties as required.

Other Related Duties

- Recognizes exceptional performance by employees.
- Attends appropriate conferences and workshops to keep informed of current regulations and trends in personnel services.
- Assists with uniform complaint procedure, certificated evaluations and student support services as assigned by the Assistant Superintendent.
- Performs other related duties as assigned.

KNOWLEDGE OF

- Planning, organization, and direction of personnel functions, operations and activities.
- Principles and practices of leadership, management, supervision and training.
- Applicable sections of State Education Code and other applicable laws, codes, regulations, policies, and procedures.
- Oral and written communication skills in English.
- Technology and computer software applications relative to human resources management and administration.

SKILLS AND ABILITIES

- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with appropriate direction.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Use tact, patience and courtesy when dealing with people.
- Stimulate and motivate cooperative team efforts and provide leadership.
- Establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English Language both orally and in writing.
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Learn, plan, formulate and execute federal, state, District, and departmental policies, procedures and directives, in accordance with assigned duties.
- Utilize proper discretion in dealing with confidential matters.

EDUCATION AND EXPERIENCE

- Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university
- Increasingly responsible experience in school district management.
- Bilingual, preferred (Spanish speaking).

Desirable Qualification and Experience

- Experience in the personnel services area.
- California credential authorizing service as an administrator.
- Experience as a building level administrator.

- Successful experience in areas of conflict resolution.
- Ability to use a consultative approach to resolving work related issues.
- Knowledge of organization, operations, policies and objectives of public education.
- Visibility and involvement in education and the community.
- Previous experience working effectively with culturally and linguistically diverse groups.
- Ability to speak a language in addition to English.
- Previous experience in leadership, coaching, and teambuilding skills to strengthen and cultivate relationships.
- Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes.
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision.

LICENSES and OTHER REQUIREMENTS

- Valid California Driver's License

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the Direct.

WORKING CONDITION

While performing the duties of this job, the employee regularly works indoors. The noise level is usually low.

PHYSICAL REQUIREMENTS

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups..
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance.

- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: November 7, 2019