

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Human Resources and Human Resources Directors, plan, organize, coordinate and implement the daily operations of an assigned human resources function; perform a variety of specialized and responsible technical and administrative support duties related to the District comprehensive personnel function; interpret, communicate and apply extensive knowledge of District policies and procedures; train, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement procedures and procedural changes related to an assigned District personnel function including recruitment, examination, certification of applicants, salary placement, new employee processing and other procedures.

Prepare, maintain and generate a variety of comprehensive and confidential personnel records; develop and maintain statistical data related to assigned personnel function; enter data and generate reports.

Interpret, communicate and apply specialized information related to bargaining unit agreements, applicable Education Code sections and personnel rules, regulations, policies and procedures to administrators, district personnel and the public; assist in the development or revision of rules, regulations and policies.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign and review the work of others.

Analyze and evaluate personnel requests from various sites; review documents for accuracy, legality and adherence to the collective bargaining agreements; coordinate corrections with site administrators and forward requests to the Assistant Superintendent and Directors for approval.

Compose and prepare a variety of materials including correspondence, personnel actions, reports, contracts, forms, notices, memoranda, separation and other documents independently or from oral instructions; prepare Board agenda items related to assigned function; prepare and maintain a variety of lists as required.

Schedule, conduct, score and record examinations; notify examinees of results.

Maintain assigned salary schedules.

Provide technical information and assistance to the Assistant Superintendent and Directors regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Oversee and supervise the implementation of the substitute management system.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; serve as liaison with the County School Unemployment section.

Participate in the collective bargaining process.

May participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

May administer, record, and process transfers, leaves, shared contract requests, resignations and other personnel and staffing related documents related to assigned personnel function.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings including new employee orientation, reasonable accommodation and job function analysis meetings, and other related meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Board policies, Education Code provisions and other laws, codes and regulations related to personnel.

Personnel department organization, policies, rules, practices and procedures.

Bargaining agreements and union contracts.

EEO and Affirmative Action recruitment and selection.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, coordinate and implement the daily operations of an assigned human resources function.

Perform a variety of specialized and responsible technical and administrative support duties related to the District comprehensive personnel functions.

Prepare, maintain and generate a variety of comprehensive and confidential personnel records.

Interpret, communicate and apply specialized information related to bargaining unit agreements.

Analyze and evaluate personnel requests from various sites.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Maintain records and files.  
Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school supplemented by college-level coursework in business administration, human resources or related field. An Associate's degree or higher is preferred.

Experience: Three years increasingly responsible human resources experience in a public agency.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.