



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV Human Resources Business Services</b>	<b>#6262</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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### **SUMMARY OF POSITION:**

Under the general direction of the Chief Human Resources Officer, perform a wide variety of specialized duties including recruitment, selection, employee compensation, credentialing, and associated services. Oversee the processing and approval of credentials for certificated employees of the school districts throughout the county; oversee monitoring of districts and SJCOE Staff. Oversight of teaching assignments as it relates to proper authorization. Have extensive dealings with the public and school personnel. Does related work as required.

### **MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:**

Bachelor's Degree or experience that demonstrates an expertise in working with educational organizations. Any combination of formal education or increasingly responsible experience in Human Resources involving supervisory responsibility may be substituted for degree requirements.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possession of Associates or Bachelor's degree in the area of personnel administration, public administration, and/or business administration. Completion of the Association of California School Administrators Personnel Academy or similar accredited program. Comprehensive knowledge of laws, rules, and regulations pertaining to personnel administration.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- federal, state, and local laws, rules, and regulations regarding public personnel administration
- assigned software
- program evaluation and data collection

Ability to:

- understand, interpret, and apply California Education code and Title V regulations related classified and certificated personnel issues, including a working knowledge of teacher certification and certificated assignment practices
- evaluate, train, and supervise the work of others
- analyze situations accurately and adopt an effective course of action
- present ideas effectively to individuals and groups both orally and in writing
- carry out significant school personnel functions with minimal direction, accurately, and within scheduled deadlines
- be flexible based on program needs
- delegate and hold accountable those responsible for carrying out the policies and procedures
- operate a computer

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for programs.
12. Oversee and manage budgets.
13. Possess knowledge of labor laws, practices, and procedures.
14. Act as a resource/liaison to provide information and clarification to SJCOE staff, school districts, credential applicants, and other interested parties concerning California Education Code and Title V requirements, laws, and regulations, and the California Commission on Teacher Credentialing regulations pertaining to certification.
15. Assist the Director of HR Certificated with the Annual Assignment Monitoring and Review process as required by the California Commission on Teacher Credentialing.
16. Oversee warrant verification process.
17. Access pertinent payroll information and communicate effectively with the SJCOE Department of Information Technology programming staff regarding procedures for the compilation and reporting of data.
18. Attend monthly California Commission on Teacher Credentialing meetings. Attend various work-related conferences and seminars related personnel practices and procedures. Advise county programs and districts of pertinent information.
19. Administer certificated and/or classified employment procedures.
20. Review and advise credential status with Probationary 0 teachers on PIP's, STSP's, Waivers and Internship documents on the process to full certification.
21. Perform internal investigations when necessary.
22. Create School Calendars for Escape payroll processing.
23. Maintain Probationary status for classified and certificated employees in Escape.
24. Manage and prioritize multiple and complex tasks. Apply time management skills.
25. Facilitate recruitment activities for certificated and/or classified candidates, including preparation of job descriptions, announcements, screening, conducting interviews. Handle notification of candidates, and processing employment documents.
26. Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgement, and confidentiality. Assume responsibility and exercise sound judgement.
27. Answer telephone calls; handle visitors; receive and relay messages; handle requests for information and assistance.

28. Work effectively under pressure.
29. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

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