

Position: Human Resources Coordinator**Classification: Classified Management****Reports To: Assistant Superintendent of H.R.
Salary Schedule****FLSA: Exempt****Range: Classified Management**

EDUCATION AND EXPERIENCE

Any combination equivalent to bachelor's degree in business administration, human resources, computer science or information science, or a related field and four years of personnel experience.

SUMMARY

Accountable for improving student achievement through the effective management of an assigned area under the direction of the Assistant Superintendent, Human Resources; perform a variety of technical work for major personnel functions including salary administration, data gathering, report preparation, certificated and classified substitute services, technology and personnel to provide timely delivery of high quality services to meet the needs of the District; perform special project assignments to support the efficient operation of the department plan; train and provide work direction to assigned staff.

SPECIFIC RESPONSIBILITIES

1. Prepare announcements for certificated and classified openings; provide assistance, advice and information to applicants, District employees, certificated and classified personnel concerning current laws and requirements.
2. Coordinate and ensure integrity of assigned recruitment and hiring processes including screening applicants, developing questions, compiling paper screening, oral interview results and other related duties.
3. Assemble confidential and sensitive information related to employment, contracts and salaries; prepare and maintain personnel files and personnel reports, records and folders; maintain records for evaluation and permanency purposes; coordinate the preparation of evaluation reports; prepare records of new employees, leaves, termination, layoff, absences, worker's compensation, personnel changes and others related information.
4. Plan, oversee and participate in the gathering, compiling, review and processing of data about salaries, classifications, job analysis, and other matters; research a variety of sources to provide accurate reports including applicable legal provisions to personnel procedures as related to certificated and classified bargaining unit positions, certificated management, and classified confidential, supervisory and management.
5. Compute and enter new employees for processing of certificated and classified payroll; make adjustments for current employees, including cost of living adjustments and raises; determine final salary amount.
6. Evaluate transcripts and records to determine eligibility for employment and to determine salary schedule placement according to District guidelines and collective bargaining agreements; notify employees regarding missing items; calculate employee salaries; review employment experience and recommend salary credit as appropriate.

7. Advise administrators and employees of assignments and salary placements; adjust and approve salary adjustments; maintain confidentiality of privileged and sensitive information related to personnel matters.
8. Interpret collective bargaining contract, policies and procedures as needed; prepare documents as related to hiring process for labor negotiations and disciplinary and grievance hearings, mediate disputes as necessary to meet the needs of employees, sites and departments.
9. Participate as a member of the District negotiations team in collective bargaining negotiations with representatives of bargaining units; assist in the development of District collective negotiations contract proposals and responses; assist District spokesperson in collective negotiations with one or more bargaining units as assigned.
10. Coordinate the grievance procedures and act as liaison with the legal office concerning legal aspects of grievance procedures and processing.
11. Assist in the development and implementation of the District's Fair and Equal Opportunity in Employment Plan; coordinate the classified employee discrimination complaint procedures and act as liaison with the legal office concerning legal aspects of processing discrimination complaints.
12. Assist in the preparation of formal documents related to progressive discipline policies and procedures.
13. Administer the certificated and classified voluntary and involuntary transfer programs and related programs in accordance with union contracts and ensure that inappropriate assignments are corrected.
14. Provide counseling to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items.
15. Oversee the processing of certificated and classified substitute employees including document verifications, salary determination, orientation and related activities.
16. Prepare, maintain and submit a variety of accurate records and reports in a timely manner pertaining to assigned activities; compose correspondence, letters, memoranda, forms and other documents as needed.
17. Operate a computer and assigned software; operate a variety of office equipment including a fax machine, calculator and copier.
18. Participate in and oversee the preparation of special projects affecting District-wide personnel programs and activities as directed.
19. Participate in workshops, meetings and other gatherings related to human resources issues.
20. Train, supervise and provide clear direction to staff to ensure comprehension of human resources procedures and processes; provide training on various computer systems and programs.

21. Value risk taking and innovation; perform courageously and ethically to accomplish stated goals.

22. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge Of:

Planning, organization and direction of the functions of Human Resources,

Labor relations, Bargaining unit contracts, and negotiation practices.

Compensation practices and personnel procedures and practices.

Interview and selection techniques and methods.

Legal procedures and terminology and negotiation processes.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervising, training, and providing work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies, objectives and goals.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Ability To:

Plan, oversee and participate in the review and processing of documents relating to the qualifications and salary placement of certificated and classified personnel.

Attract, recruit, and retain highly qualified employees through effective communication of district Guiding Principles.

Provide technical information and assistance to others concerning employment policies and personnel transactions related to certificated and classified personnel and other human resources matters.

Work independently with little direction and many interruptions.

Train, supervise and evaluate personnel and assign and review work.

Audit and update personnel files.

Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.

Communicate effectively both orally and in writing.

Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.

Demonstrate loyalty and high ethical standards.

Actively participate in meeting District Guiding Principles and outcomes.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Add, subtract, multiply and divide quickly and accurately.

Maintain confidentiality of sensitive and privileged information.

Operate a variety of office equipment including a computer and assigned software.

Learn new or updated web-based systems/computer systems/programs to apply to current work.

Analyze situations accurately and adopt an effective course of action.

Plan, prioritize and organize work to meet schedules and time lines.

Apply integrity and trust in all situations.

PHYSICAL ABILITIES

Office environment; contact with dissatisfied individuals; fast-paced work, constant interruptions.

Driving a vehicle to conduct work. Dexterity of hands and fingers to operate a computer keyboard. With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor various activities and to read various documents; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally or bending at the waist to retrieve and store files.