

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: **HUMAN RESOURCES COORDINATOR**

JOB GOAL: Under the direction of the Assistant Superintendent of Human Resources or Designee, conducts and supervises a wide variety of Human Resource operational functions. Evaluates employee transcripts, conducts employee orientations, analyzes teacher and administrative credentials, maintains confidential certificated staff and classified employee files and participates in decisions regarding divisional matters. Assists administrators and employees as needed.

DISTINGUISHING CHARACTERISTICS: Cooperatively performs and oversees confidential technical duties requiring independent judgment, initiative, and legal accuracy required for the employment and tracking of personnel.

QUALIFICATIONS

Knowledge of:

1. Proficient in the proper use of English grammar, written communication, and fundamental mathematical concepts.
2. District organization, operations, policies, and objectives.
3. Effective public speaking techniques.
4. Office software systems.
5. Federal, state, and local laws, codes, and statutes related to Human Resources, Hiring and Employee Rights.
6. Maintaining confidential information relating to personnel.
7. Interpersonal skills using tact, patience, and courtesy.
8. Knowledge of ADA, CFRA and FMLA employee laws.
9. Knowledge of current state teacher/administrative certification requirements
10. Principles and practices of supervision and training.
11. Safety and workplace rules and regulations.

Ability to:

1. Professionally perform Human Resources duties in an efficient, professional and courteous manner.
2. Understand collective bargaining and employee contracts.
3. Perform responsible, technical duties requiring independent judgment, initiative, and procedural accuracy.
4. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
5. Analyze data and make appropriate recommendations.
6. Cultivate and model a respectful working and learning environment for divisional employees that will optimize teamwork.
7. Perform a variety of specialized, complex Human Resources duties concerning employment of personnel involving use of independent judgment, with accuracy and speed.
8. Process personnel actions including but not limited to hiring, leaves of absence, changes in status, terminations, retirements
9. Communicate effectively both in both oral and written forms.

Ability to (continued)

10. Conduct workshops and presentations.
11. Efficiently and effectively plan and organize work.
12. Establish and maintain effective rapport with perspective employees and community.
13. Establish and maintain effective work relationships with those contacted in the performance of required duties.
14. Effectively communicate in both oral and written language.
15. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
16. Interpret and apply provisions of State Education and Labor Code and various regulatory agencies.
17. Keep confidential records and prepare accurate records.
18. Meet schedules and timelines.
19. Have regular and punctual attendance.
20. Understand collective bargaining and employee contracts.
21. Respectfully follow all District policies, work procedures, and reasonable requests by proper authority.
22. Operate office machines and equipment including a telephone, scanner, copier, personal computer and other office technology.
23. Prepare narrative and statistical reports as required.
24. Present and maintain a pleasant appearance and demeanor.
25. Read, interpret, apply and explain rules, regulations, policies and procedures.
26. Receive and give information over the telephone or in person in a courteous manner.
27. Work both collaboratively and independently.
28. Work successfully with diverse groups of people.

Training and Experience

Education:

1. Bachelor's Degree or higher in Personnel Administration or other field of study from an accredited university or college.
2. Three (3) years of Human Resource experience desired, preferably in a California public school district personnel department; or any combination of public employment training and experience that could likely provide the desired knowledge and abilities is required.
3. Good work history demonstrating dependability and reliability.

Experience:

1. Five (5) years of experience dealing with fast paced customer centered work environment, two (2) of which are in a public school district Human Resources department; or any combination of public employment training and experience that could likely provide the desired knowledge and abilities is required.
2. Good work history demonstrating dependability and reliability.

REPORTS TO: Assistant Superintendent of Human Resources or designee

ESSENTIAL FUNCTIONS

1. Supervises classified Human Resources operations, including the direct oversight, evaluation, training, and support of assigned HR staff to ensure efficient, compliant, and high-quality service delivery.
2. Manages the Absence Management Desk, overseeing substitute and temporary employee hiring, placement, on-boarding, and eligibility for district-offered benefits.
3. Ensures compliance with all applicable federal, state, and district regulations, including legally mandated timelines for personnel actions, employee records maintenance, public records disclosure, and certification requirements.
4. Develops and implements HR procedures and workflows to ensure timely and accurate processing of payroll, evaluations, personnel status changes, and employment records.
5. Coordinates recruitment and hiring activities, including the planning and facilitation of job fairs and hiring events, and provides guidance to applicants regarding required documentation, certifications, and district employment standards.
6. Delivers employee onboarding, orientation, and training, including the coordination of in-service programs to ensure employees understand district systems, expectations, and operational procedures.
7. Collaborates with internal departments and external partners, including technology vendors, bargaining units, and business services, to identify HR-related business needs and implement solutions.
8. Participates in labor relations activities, unemployment claims, labor-management meetings, and collective bargaining efforts, as assigned.
9. Prepares and analyzes reports and data, compiling relevant information related to payroll, personnel actions, and budgeting to support district compliance and strategic planning.
10. Maintains strict confidentiality of employee information and upholds high standards of data integrity and ethical conduct.
11. Engages in professional development activities to stay current with laws, regulations, and best practices in public sector Human Resources administration.
12. Assists in investigations of personnel actions and disciplinary hearings.
13. Performs other duties as assigned.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.

Physical Abilities Continued:

14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The Director Assistant Superintendent of Human Resources or Designee will complete the evaluation.

Approved by:
Revised by:

Board of Education
Board of Education

Date: December 14, 2021
Date: 5/8/25

**Murrieta Valley Unified School District is a drug-free &
tobacco-free workplace and equal opportunity employer.**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.