

## **Ontario-Montclair School District**

### **CLASS SPECIFICATION Human Resources Coordinator**

#### **GENERAL PURPOSE**

Under the direction of the Assistant Superintendent of Human Resources, coordinates and manages the recruitment and assignment of regular, temporary, and substitute personnel; coordinates the personnel functions, assists in the conduct of personnel related administrative matters; trains, supervises and evaluates paraprofessional and clerical staff; performs specialized studies and prepares reports; develops and coordinates training programs; advises employees and supervisors regarding the principles of progressive discipline and administers the disciplinary process; provides guidance to managers, supervisors, employees and candidates regarding personnel procedures, employee agreements and related personnel matters; coordinates personnel recruitment/selection and staffing activities, serves on or chairs committees as assigned; recommends procedural changes; develops sound personnel procedures in response to new personnel programs, laws, regulations, and County requirements; acts in the absence of the Assistant Superintendent, Human Resources and Director of Human Resources as assigned; and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Human Resources Coordinator is responsible for overseeing the daily operational activities of the Human Resources Department, ensuring work is performed accurately, deadlines are met, and work is performed in accordance with established personnel practices and procedures. An employee in this class assists the Assistant Superintendent of Human Resources and Director of Human Resources in coordinating, reviewing and evaluating the personnel program including recruitment, certification, selection and processing employees. The incumbent is expected to participate in the identification of annual goals and objectives for the Human Resources Department. He/she will confer with management on major procedural changes and sensitive issues such as disciplinary matters. Otherwise, the incumbent regularly exercises independent judgment such as establishing priorities, assigning staff, modifying procedures and solving problems in order to achieve the desired goals and objectives. An employee in this class is expected to possess management and technical skills complimented with excellent interpersonal skills.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Supervises a group of paraprofessional and clerical employees including selecting, training, distributing, prioritizing, reviewing work, preparing performance evaluations, counseling and disciplining.
- Oversees personnel operations including recruitment/selection, credentialing, employee processing, personnel/payroll functions, teacher substitute recruitment/placement. Performance evaluations,

special projects/reports, district office switchboard/reception, and maintenance of employee records/files.

- Reviews personnel requests for transfer, promotion, leave of absence, termination or retirement from service.
- Organizes training programs for substitute teachers, new employees , human resources staff by identifying need, proposing methods of delivery to meet needs and evaluating results.
- Monitors the assignment of substitute teachers.
- Resolves problems/concerns regarding substitutes, conducts investigations as needed and recommends course of action.
- Coordinates the County EPICS; provides for the input and integration of data in conjunction with Fiscal Services.
- Assists applicants, employees, supervisors and managers with information; interprets and explains rules, regulations, policies and employee agreements.
- Provides technical expertise and advice to supervisors and managers regarding staffing, personnel practices, classified employee disciplinary problems.
- Prepares a variety of correspondence and develops forms
- Develops and maintains certificated job descriptions
- Reviews and monitors personnel requisitions, employee transfer requests, teacher contracts
- Prepares and maintains staffing lists
- Attends meetings and workshop of professional personnel organizations
- Develops and oversees computer related functions of Human Resources, including Web page
- Organizes and operates the substitute program
- Serves as the liaison for the University Student Teacher Program and intern partnerships; attends intern board meetings, places student teachers, plans and chairs student teacher orientation programs
- Conducts monthly staff meetings to update staff on special projects and activities; determine work activities, establish priorities, assign work, identify and resolve staff issues; promotes team work
- Periodically reviews applications and updates files
- Oversees employee requests related to leaves of absence (i.e. ADA and FMLA)
- Oversees fingerprint processing;
- Reviews existing procedures and recommends/implements changes to improve operations.

## **MINIMUM QUALIFICATIONS**

Knowledge of:

- Personnel laws, rules, regulations, Education Code, court decisions, PERB decisions;
- Principles, procedures and policies relating to the employment of certificated, classified and non-classified personnel;
- Practices and trends of public personnel administration, including employee due process procedures;
- Management principles and practices, including organizational behavior, procedural analysis; forms control, work simplification, etc.;
- Problem solving methods and techniques, including the interest –based model;
- Training concepts and techniques;
- Principles of good public relations and customer service;

- School district organization, policies, employee organization contracts and agreements and personnel procedures;
- Supervisory principles and practices including interviewing, training, evaluating and administering progressive discipline;
- Retirement programs including STRS and PERS

**Ability to:**

- Independently plan and organize work for self and others, establish priorities and meet deadlines;
- Solve supervisory/employee problems with very little direction;
- Work on confidential and highly sensitive issues with discretion;
- Exercise sound judgments and make independent decisions;
- Gather, read, analyze and interpret statistical and narrative data
- Prepare clear and comprehensive reports;
- Develop and monitor computer templates to replace forms;
- Establish and maintain effective and cooperative working relationships;
- Follow oral and written directions;
- Communicate effectively in oral and written form using correct English, grammar, spelling and punctuation.

**Training and Experience:**

Bachelor's degree in business administration, public administration, human resources administration, psychology, sociology or other related field is required. A Master's degree in one of the referenced fields is desirable. Up to two years of the required education (i.e. 60 semester or 90 quarter units) may be substituted by an additional two years of the experience noted below.

The equivalent of at least four years of full-time progressively responsible classified or certificated management experience.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge abilities and traits may be considered.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**Physical Demands:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands or arms.

An employee is frequently required to walk and stand and occasionally to lift up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, an employee is regularly required to use oral and written communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new

skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing deadlines with frequent interruptions; work effectively as a team leader or member; and interact with managers, internal customers, employees, vendors, consultants and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is moderate.

Board Approved- July 21, 2011