

COORDINATOR, PROFESSIONAL DEVELOPMENT AND EMPLOYEE EXPERIENCE

DEFINITION

Under general direction, plans, coordinates and conducts activities involved in the onboarding, training, staff development, and separation of all personnel for the County Office; plan, coordinate, execute, & sustain various strategic initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Associate Superintendent, Human Resources. Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plan, coordinate, and direct operations and activities involved in onboarding, staff development and training, and the separation of personnel for the County Office; assist in establishing and maintaining related timelines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Assist with the development and coordination of goals, policies, procedures, handbooks, and work standards for the Human Resources department and County Office.
- Assist in the assessment of current and future needs within Human Resources for the purpose of facilitating the strategic planning process; support the planning, development, and execution of a departmental strategic plan based on the above needs assessment that aligns with the larger organizational goals.
- Plan, coordinate, deliver, and support the execution of talent development, training initiatives and professional learning.
- Develop and implement a variety of staff development programs and activities to enhance employees

understanding of programs, services and related standards, guidelines, requirements, practices, procedures, and techniques.

- Assist in providing office training programs in areas related to personnel management; coordinate and conduct training sessions for employees concerning office policies and procedures and other personnel functions; prepare and deliver oral presentations.
- Assist in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
- Assist in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
- Plan, coordinate, and facilitate exit interview meetings for personnel who are separating from the County Office; provide technical information and assistance to the Assistant Superintendent of Human Resources and other administrators regarding personnel needs and issues; assist in the formulation and development of policies, procedures and programs.
- Assist management staff in the performance appraisal and progressive discipline process.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, education, or a closely related field; and
- Three years of certificated teaching experience and three years in a certificated administrative position supervising and evaluating certificated personnel.

Licenses and Certifications:

- Valid California Administrative Services Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Knowledge of and willingness to stay abreast of current trends, innovations, and practices in human resources administration and related administrative areas.
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to typical personnel management functions and activities of both classified and certificated personnel.
- Special knowledge in human resources/personnel administration and communications.
- Possession of a broad range of professional skills, including public speaking.
- Experience supervising and/or leading large initiatives.
- Experience as a certificated site administrator.
- Experience supervising and managing certificated and classified personnel.

Ability to:

- Create, deliver, and coordinate training and staff development offerings.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Provide effective leadership, supervision, and evaluation of staff.
- Plan, organize, administer, review, and evaluate a broad, centralized human resource service program.

- Strong team player with results driven approach.
- Exercise sound independent judgment and initiative within established guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide leadership and represent the Office effectively in committees, workshops, and various types of group meetings internally, in the county, or at the state level.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.