JOB DESCRIPTION
HUMAN RESOURCES COORDINATOR

DEFINITION:
Under the direction of the Superintendent or designee, coordinate, organize and participate in a variety of human resources activities involved in the recruitment, screening, processing, classification and compensation of classified and certificated personnel; serve as a technical resource concerning human resources and collective bargaining operations and activities; maintain employee files and prepare employee contracts; compose letters, memos, reports and records as required.

ESSENTIAL DUTIES:
- Coordinate, organize, lead and participate in a variety of human resources activities involved in the recruitment, screening, processing, classification and compensation of classified and certificated personnel; assist with developing recruitment and processing schedules in accordance with District priorities; resolve personnel-related issues, conflicts and concerns with discretion and confidentiality.
- Manage substitute calling system program; coordinate and monitor teaching assignments for certificated and classified substitute personnel.
- Serve as member of the employee health care program advisory team; update, record and provide personnel data, as requested.
- Oversee and participate in the employee recruitment process; determine staffing needs for various District functions; screen applications for minimum requirements; verify eligibility and background information of applicants for administrative and various other assignments; ensure applicants are evaluated according to sound hiring practices; maintain applicant tracking information.
- Manage the District's Worker's Compensation policy, process and procedures; oversee and coordinate Return to Work and related interactive programs and services.
- Serve as a technical resource to staff, applicants and the public regarding personnel functions and collective bargaining activities; respond to inquiries and provide technical information concerning related standards, time lines, position vacancies, requirements, laws, codes, rules, regulations, practices, policies and procedures; advise employees concerning various personnel issues.
- Establish and maintain a variety of personnel files and records according to established procedures, policies, rules and regulations; process and update records and files with new hires, employee information, transfers, promotions, terminations, salary increases and other required information; maintain seniority lists for all bargaining units.
- Prepare job announcements; distribute and process job applications; schedule District testing as required; schedule interviews; coordinate criminal justice clearance and fingerprinting of new employees; prepare personnel action information for Board approval; process and enter District employee information into computerized personnel databases; verify pay rate, salary step and class; ensure employee right to work documents and TB clearance.
- Plan, organize and facilitate a variety of human resource sponsored events, including Teachers' Fair, Retirement Reception and New Teacher Reception.
- Conduct new employee orientation; respond to employee questions regarding benefits, retirement and related incentives to new employees; provide information for negotiation sessions; assist employees in completion of necessary forms.
- Notify applicants of employment decisions and respond to inquiries concerning the selection process; document proper salary placement for new employees; verify staff attendance; monitor

employee longevity and ensure proper response to changes in salary step progression and benefits eligibility.
- Prepare employee identification badges; maintain and ensure confidentiality in employee files, records and documents; prepare employee contracts; maintain statistical records.
- Confer and work with budget and payroll personnel to coordinate payroll information and ensure accuracy; compose routine letters and memos independently; prepare and maintain a variety of files and records; transmit letters regarding Family Medical Leave Act and sick leave balances; track evaluations and prepare reminder notices to principals and supervisors.
- Prepare, maintain and generate a variety of comprehensive and confidential personnel records; develop and maintain statistical data related to classified personnel; enter data and generate reports.
- Provide training and assistance to District school sites and school departments regarding human resources processes, policies and procedures.
- Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
- Conduct orientations and provide information to new employees regarding vacation days, sick days, benefits and personnel rules and regulations as assigned.
- Research and maintain current knowledge of policies, procedures, practices, laws and regulations related to assigned human resources functions; assist in ensuring human resources activities comply with applicable laws, codes, rules, regulations, policies and procedures.

OTHER DUTIES:
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
Any combination equivalent to:
- Associate's degree with course work in personnel, administrative and business procedures or related areas.
- One year of responsible work in computerized personnel record management, personnel, public relations, **or**,
- High School diploma or equivalent supplemented by formalized training or course work including personnel, administrative and business procedures and,
- Four years of increasingly more responsible work in computerized personnel record management, personnel or public relations.

Desirable Qualifications:
- Experience working in a school district setting.

Licenses, Certifications and other Requirements:
- Valid California Class C driver's license.
- Successful completion of District Proficiency Test.
- Fingerprint Clearance.
- Negative TB Test Result.

Knowledge of:
- Farmersville Unified School District policies, Education Code provisions and other laws, codes and regulations related to classified and certificated personnel.
- Human Resources department organization, policies, rules, practices and procedures.
- Bargaining agreements and union contracts.
- EEO and Affirmative Action recruitment, selection and testing requirements.
- Modern office methods, procedures and techniques, record keeping systems, telephone etiquette
- Technical writing skills sufficient to independently compose and prepare complex letters reports and memoranda using appropriate format, spelling and proper English grammar.
- Job analysis, classification and salary administration.
- Technical aspects of test creation, classification studies and salary surveys.

- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:
- Plan, organize, coordinate and implement the daily operations of classified and certificated human resources.
- Perform a variety of specialized and responsible technical and administrative support duties related to the District comprehensive classified personnel function.
- Prepare, maintain and generate a variety of comprehensive and confidential personnel records.
- Interpret, communicate and apply specialized District information related to classified and certificated bargaining unit agreements.
- Analyze and evaluate personnel requests from various sites.
- Determine seniority according to established guidelines.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

Work Environment:
- Indoor/Office environment.
- Fast-paced environment with changing priorities.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved: 04/13/1999

Revised: 9/8/2020

Board Approved: 9/22/2020

FLSA Status: Exempt (Classified Management Salary Schedule)