



Job Description

POSITION TITLE:	Coordinator IV, HR Support Services Human Resources Business Services	#6263
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SALARY PLACEMENT:	Management Salary Schedule Range 14
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SUMMARY OF POSITION:

Under the general direction of the Chief Human Resources Officer or administrative designee, performs a wide variety of specialized duties including recruitment, selection, discipline, employee compensation studies, and associated services. Have extensive dealings with the public and school personnel. Does related work as required. Oversee Human Resources Substitute Services team. Create reports and analyze data to provide absence information to management as needed. Participate in investigations as part of the management team. Facilitate Reasonable Accommodations meeting with employees returning to work with restrictions.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree or any combination of formal education or increasingly responsible experience in Human Resources and/or personnel management involving supervisory responsibility may be substituted for degree requirements. One year of experience at a county office of education, school district or higher education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree in the area of personnel administration, public administration, and/or business administration. Completion of the Association of California School Administrators Personnel Academy or similar accredited program.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- understand, interpret, and apply California Education code and regulations related to classified personnel issues
- federal, state, and local laws, rules, and regulations regarding public personnel administration
- operate a computer
- evaluate, train, and supervise the work of others
- analyze situations accurately and adopt an effective course of action
- present ideas effectively to individuals and groups, both orally and in writing
- carry out significant school personnel functions with minimal direction, accurately, and within scheduled deadlines
- delegate and hold accountable those responsible for carrying out the policies and procedures
- be flexible based on program needs

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for programs.
12. Oversee and manage budgets.
13. Act as a resource/liaison to provide information and clarification to SJCOE staff, school districts, classified applicants, and other interested parties concerning California Education Code, laws, and regulations.
14. Attend various work-related conferences and seminars related to personnel practices and procedures. Advise county programs and districts of pertinent information.
15. Administer classified employment procedures.
16. Transfer request process.
17. Monitor and assist in the development of appropriate legal documentation in the evaluation, discipline, and/or dismissal of employees. Recommend appropriate action in consultation with the Chief Human Resources Officer, administrative designee, and site administrators. Perform internal investigations when necessary.
18. Manage and prioritize multiple and complex tasks. Apply time management skills.
19. Facilitate recruitment activities for classified candidates, including preparation of job descriptions, announcements, screening, conducting interviews. Handle notification of candidates, and processing employment documents.
20. May respond to and resolve complaints, grievances, Title IX concerns, and other complex investigations as assigned.
21. May provide training to all managers and administrators; coordinate communication between administrators regarding conflict resolution and employee relations; maintain regular and timely communication and consultation with employees concerning personnel policies, practices, and procedures.
22. Oversee the Substitute Services Team.
23. Facilitate return to work; reasonable accommodations meetings for employees requesting to return with restrictions for modified duty.
24. Train department personnel in the use and maintenance of absence records and reports in the Absence Management System.
25. Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgement, and confidentiality. Assume responsibility and exercise sound judgement.

26. Answer telephone calls; handle visitors; receive and relay messages; handle requests for information and assistance.
27. Work effectively under pressure.
28. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

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