

Position: Coordinator III - Human Resources	FLSA: Exempt	Work Days: 223
Reports to: Deputy Superintendent or Designee	Salary: Classified Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Human Resources plans, coordinates, implements, and evaluates key Human Resources programs and services that support the recruitment, onboarding, credentialing, development, and employment experience of district staff. This position provides leadership, technical expertise, and operational support to ensure effective and compliant HR systems. The Coordinator III - Human Resources serves as the Title IX Coordinator for staff, investigates staff complaints, and ensures timely, thorough, and impartial complaint resolution processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments
- Coordinate HR programs and services related to recruitment, selection, onboarding, and staff support for certificated and classified employees.
- Oversee employee onboarding, credentialing, assignment monitoring, and compliance with Education Code and state credential requirements.
- Ensure adherence to federal, state, and local laws governing HR operations, including Title IX, Title VII, FEHA, ADA, FMLA/CFRA, Labor Code, and board policies.
- Serve as the Title IX Coordinator for staff, ensuring compliance with Title IX regulations, training requirements, communication standards, documentation procedures, and reporting responsibilities.
- Receive, investigate, and coordinate the resolution of staff complaints involving discrimination, harassment, retaliation, misconduct, and violations of Title IX or district policies.
- Conduct impartial, timely, and thorough investigations, including interviews, evidence review, and preparation of investigation reports and findings.
- Provide guidance to staff, supervisors, and administrators regarding complaint processes, required timelines, interim measures, and employee rights.
- Collaborate with legal counsel, Executive HR leadership, and site leaders on complex or sensitive personnel matters.
- Maintain accurate documentation of complaints, investigations, findings, and required follow-up actions in compliance with legal and district requirements.
- Train staff and administrators on HR procedures, credential requirements, hiring practices, Title IX obligations, and prevention of discrimination/harassment.
- Assist in administering employee leaves, reasonable accommodation processes, and return-to-work coordination.
- Support employee relations activities through responsive communication, problem-solving, and interpretation of policies and collective bargaining agreements.
- Maintain and improve HR information systems, personnel records, data reporting, and compliance documentation.
- Prepare HR reports, data summaries, and compliance updates for HR leadership, Cabinet, and external

- agencies as required.
- Supervise and support assigned HR personnel, ensuring consistent, high-quality service across HR operations.
- Support administration of the district controlled substance and alcohol testing program for CDL drivers
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- **Education:** Equivalent to a master's degree from an accredited college or university in human resources, public administration, education, organizational leadership, or a closely related field.
- **Experience:** Five years of progressively responsible experience in human resources, education, or a public agency setting, including at least two years in a leadership, coordination, or administrative role.

LICENSES AND CERTIFICATES

- Valid California driver's license required