



Fremont Union High School District

Position: Coordinator of Human Resources

Department/Site:	District Office	Compensation:	Based on Salary Schedule
Reports to/ Evaluated by:	Director of Human Resources		

Summary of Basic Functions & Responsibilities

Under the direction of the Director of Human Resources, the Coordinator of Human Resources will work to help build a professional culture of accountability and continuous improvement in accordance with the laws of California and the policies, procedures and regulations of the Fremont Union High School District.

Essential Duties & Responsibilities

The Coordinator of Human Resources may perform any combination of the essential functions shown below, but this is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position.

- Work in tandem with the Director of Human Resources regarding the recruitment, screening, and selection of District personnel
- Conduct the evaluation of HR office staff.
- Support the evaluation process for certificated, classified, and management staff
- Oversee orientations for personnel
- Support the hiring and onboarding of coaches, volunteers, proctors, and student teachers
- Lead investigations into employee misconduct/ performance issues
- Assist with position control
- Aid negotiations with bargaining units (note-taking, follow through on sessions, and communication)
- Supervise the maintenance of personnel records including salary information
- Assist with the implementation of employee benefits programs for classified personnel
- Oversee the Leave of Absence process for personnel.
- Assist in development of employee work calendars.
- Prepare and maintain seniority lists
- Assist with sexual harassment training
- Oversee District Worker's Compensation program in coordination with the Business Office.
- Oversee retirement process for employees
- Serve as the custodian of records (fingerprints, subpoenas and DMV)
- Assist with the review and revisions to job descriptions
- Attend District and community functions as District representative.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Principles and practices of administration, supervision, and training

- Ability to modify systems, procedures, and programs within area of responsibility
- Advanced verbal and written communication skills, and techniques in conceptualization and creativity
- High-level English, grammar, spelling, composition and vocabulary
- School District organization, rules and regulations; applicable laws and statutes
- Working effectively with people from different cultures and valuing the interests of our diverse community
- Interpersonal skills using tact, patience and courtesy to adapt to divergent situations
- Recruiting and hiring personnel
- Experience with classified/certificated/Adult Ed employee labor issues
- Experience with investigating employee misconduct

ABILITY TO:

- Ability to work independently with a high degree of self motivation
- Effectively articulate complex and sensitive information verbally and in writing
- Exercise frequent use of discretionary judgment in varied situations
- Perform objective research, compiling data and other information
- Follow oral and written directions
- Read, understand, apply and explain technical policies and materials
- Work cooperatively and effectively with parents, administrators and the public.
- Work efficiently as a team member; establish/ maintain cooperative, effective working relationships with others
- Train, supervise, and evaluate the performance of assigned staff
- Meet time lines, plan and organize projects and workload, complete tasks and assignments with many interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree from an accredited college or university.
- Administrative and/or management experience at the site and/or district level.
- Preferred but not required, teaching and/or administrative credential

LICENCES AND OTHER REQUIREMENTS:

- Fingerprint clearance from the Department of Justice.
- Valid driver's license and proof of insurance
- Personal automobile for traveling on District business

Working Conditions:

- Indoor, office setting. Occasional public contact with emotional, dissatisfied, or demanding individuals.

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone; seeing to read prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.