



Confidential Management Job Description

Board Approved: December 18, 2019

Position Title: **COORDINATOR OF HUMAN RESOURCES**
Contract Term: 12 months
Salary Range: Confidential Management Salary Schedule 50, 60, Range 40

GENERAL DEFINITION:

Under general direction of the Superintendent, coordinates recruiting, screening, hiring of personnel; maintains personnel records for classified, certificated, management, substitute personnel and board members; serves as the District Health and Welfare Benefits' Administrator; is responsible for the onboarding of all new personnel, completes vital state and local reports, and does related work as required.

UNDER SUPERVISION OF:

Superintendent/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates recruiting, screening, and hiring for all personnel including, but not limited to, classified, certificated, management, substitute personnel and board members.
2. Serves as custodian of records for all personnel-related files and records.
3. Serves as District Health and Welfare Benefits' Administrator.
4. Responsible for District Health and Welfare open enrollment process, including staff notifications, information distribution and open enrollment meetings.
5. Process the hiring of all new employees, including obtaining the appropriate Department of Justice, FBI, TB and physical exam clearances, the preparation of contracts when necessary, meeting with new employees and ensuring that all paperwork required for payroll, salary schedule placement, credentials, and health and welfare enrollment is complete, along with the processing of change of status forms.
6. Serve as main contact for all district employees concerning personnel-related matters.
7. Prepare information on position changes, resignations, new employee hires for board approval.
8. Creates and supports an environment in personnel services to provide excellent customer service to all clients, internal and external, by developing and maintaining positive relationships with district personnel, applicants, representatives from external organizations and others.
9. Counsel employees regarding matters related to district employment compensation, leave policies, supervision, evaluation and other areas.
10. Manages assignment, health and welfare, and personal employee information data in Escape and Synergy database systems.
11. Conducts and assists in employee interactive processes.
12. Processes all unemployment claims, and oversees reasonable assurance notification to appropriate staff.
13. Processes all verification of employment requests.

14. Oversees Mandated Reporter Training and all other state mandated training requirements for district employees.
15. Maintains the employment seniority lists. Distributes lists to all staff for review and submits to governing board for approval.
16. Work with school sites to prepare the annual certificated assignments' report to the Governing Board.
17. Initiate and track evaluation processes for all employees.
18. Manage the district DMV Pull Authorization program and maintain listings of employees and parent/volunteers who are approved drivers.
19. Maintain and update job descriptions.
20. Responsible for posting and advertising all job openings within the district, along with screening all job applicants and notifying district administrators.
21. Prepare materials and information for employee-employer negotiation sessions and follow up; drafts side letters, memorandums of understanding and contract language for review by the Superintendent and legal counsel. Update collective bargaining agreements, distribute to personnel, and forward to Executive Administrative Assistant for update to website.
22. Serve as custodian of record for Department of Justice and FBI fingerprint clearance for all new employees and volunteers.
23. Coordinate, maintain and oversee the District's automated substitute-calling system.
24. Process Workmen's Compensation Claims and oversees the District's employee return-to-work program.
25. Coordinates with district and site administration for employee layoffs, dismissals, releases, and discipline, along with board and legal notifications as required.
26. Maintain tracking system for employee extended leaves including FMLA, Worker's Compensation, and Catastrophic. Responsible for written notification to employees as it relates to FMLA leave.
27. Assist with in-service activities for site secretaries.
28. Secondary responsibility for Board agenda in absence of the Executive Administrative Assistant.
29. Responsible for various reporting, including, but not limited to, CBEDS ORA, CALPADS input, R-2 administrative ratios, special education R-30 staff report, SAAS, EEOC personnel report, OSHA, Title I comparability report and assist with civil rights reporting. Act as CDE OPUS Coordinator.
30. Provide support to District BTSA Coordinator and maintain files.
31. Act as liaison for university student teaching agreements with the district.
32. Attend and participate in district management team meetings as needed.
33. Communicates and coordinates with district legal counsel as needed concerning personnel matters.
34. Prepare for and attend regional job fairs as needed.
35. Coordinate new employee orientations.
36. Acts as liaison between the district and county office of education to obtain emergency teaching credentials as needed and resolve teacher credential issues.
37. Meet with employees to prepare applications for submission to the California Commission on Teacher Credentialing via the county office of education.
38. Research, interpret, implement and recommend revisions to Board Policy.
39. Maintain and balance the 9514 account as it relates to the addition of new employee health and welfare benefits and changes to current employees' health and welfare benefits.
40. Responsible for the entry of employee health and welfare benefits in Escape.

41. Create negotiated school and classified work calendar documents to submit for governing board approval and general distribution. Responsible for entry of calendars in Escape and other databases.
42. Must be able to meet and interact with employees and others in routine situations, which require tact, discretion, and courtesy. Outstanding written, verbal and interpersonal communication skills are required.
43. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Prefer education, formal training or experience, preferably in a school environment, equivalent to four years of college in the field of Human Resources. Experience working with the public sector desired.

CERTIFICATES AND LICENSES:

Valid California driver's license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports, and various other written and verbal communications.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Methods and practices of financial record keeping. Knowledge of district local, state and federal personnel laws and policies. Basic school business financial and general school district operations. Office methods and procedures. High-level computer operations including competent use of e-mail and Internet, database, word processing, and spreadsheet software. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software. Outstanding written, verbal and interpersonal communication skills are required for this position.

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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.