

# Coast Unified School District

**Title:** Human Resources Coordinator

**Salary Range:** Confidential/Management Salary Schedule

**Job Summary:**

Under the general direction of the Superintendent performs complex technical and analytical curricular and human resources functions and activities. Analyzes reviews and interprets legal mandates, policies, regulations and guidelines. Coordinates with all District departments and school sites, as well as, interacts with all employees, outside agencies, other governmental divisions and the general public. Performs a wide variety of professional and technical duties related to both certificated and classified personnel as required. Maintains certificated/classified employee personnel files, tuberculosis and training certifications, credentials and other documentation for Classified/Certificated employees, and documentation for coaches, volunteers and consultants.

**Qualifications:**

- High school diploma or equivalent
- Bachelor's degree or related experience may be substituted for college course work on the basis of two years experience for each year of education
- Three years of increasingly complex clerical experience
- Type or input data at 55 words per minute
- Word processing, Excel, computer and data base management experience
- California Driver's License

**Desirable:** Bilingual skills in Spanish

**Essential Functions:**

- Performs confidential work, involving the use of considerable independent judgment and an understanding of district functions and personnel procedures.
- Establish and maintains office time lines and priorities, plans, coordinates and organizes projects. Composes correspondence independently on a variety of personnel matters, compiles various letters, forms, reports, memoranda, lists, contracts, agreements, requisitions, conference requests, notices and other materials as directed; develop and maintains district web-forms, instructional calendar, and state reports.
- May input a wide variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data, and generate a variety of computerized reports; assures accuracy of input and output data; analyze curriculum and interact with teachers.
- Provides information on human resources policies, rules and regulations
- Answers inquiries regarding job openings and hiring procedures
- Coordinates with the Business Department on matters affecting salaries or benefits
- Prepares, through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements
- Serves as a resource in collective bargaining negotiations
- Investigates employee issues and determines appropriate outcome – may need to travel to sites
- Assists administrators with the employee discipline process

- Monitors, audits and participates in the recruitment process of new employees, employee separations, promotions, salary advancements, reclassifications, transfers, reassignments, leaves of absence and contract changes
- Audits master schedules and assignments for proper employee placement
- Coordinates with universities the placements of student teachers and mentors
- Prepares Personnel Action Reports for the Board agenda and initiates follow-up work after Board action
- Maintains all required eligibility records for all staff members, substitutes and volunteers
- Updates, tracks and disseminates credential information to all certificated employees
- Tracks and maintains employee records on salary credit and professional growth
- Coordinates with administrators the employee lists for evaluations and maintains classified and certificated employee evaluations
- Prepares employment advertisements, organizes applications, administers tests, and schedules interviews
- Updates and edits job descriptions
- Assists Superintendent with reports and projects.
- Performs other duties as assigned

**The ability to:**

- Read, understand and accurately interpret codes, laws, rules, regulations and other policies and procedures relating to human resources
- Operate a variety of office machines/equipment, including a computer and assigned software and compile and maintain accurate records and reports
- Meet schedules and time lines
- Interpret, apply and explain applicable policies and procedures
- Analyze data to arrive at sound conclusions and recommendation
- Handle difficult and sensitive issues and problems and resolve conflicts
- Prioritize, understand and carry out oral and written directions
- Maintain a variety of confidential files, records and reports
- Maintain effective working relationships with the public and employees
- Perform complex clerical tasks in relation to human resources with speed and accuracy
- Communicate clearly and concisely, both orally and in writing
- Work independently with little direction/work confidentially with discretion
- Speak, read, write and understand in English
- Use telephone techniques and etiquette
- Meet the public using tact, diplomacy and poise

**Physical Requirements:** The physical requirements of this position are, but are not limited to, the following:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading and understanding laws and codes, rules and policies, directives, and other related matters
- Hear and understand speech at normal levels, in person and over the phone
- Understand and carry out oral and written directions

- Communicate clearly in person and over the phone
- Bend, twist, kneel and/or stoop
- Lift and carry 30 pounds
- Reach in all directions
- Think clearly and rationally to solve problems
- Work under moderately stressful conditions

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Approved: November 13, 2014