

# **Aromas-San Juan Unified School District**

**JOB TITLE: HUMAN RESOURCES COORDINATOR**

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under the supervision of the Superintendent, this position serves as the Human Resources Coordinator. Performs work which is complex in nature and is required to solve broadly defined problems of a technical nature. This position also requires frequent coordination with all District departments and school sites. Additionally, significant interaction with outside agencies, other governmental agencies and the public is required. It is necessary that this position provide assistance to the Superintendent, Managers, Site Administrators and staff that is complex in nature, holds a high level of responsibility, confidentiality and has a higher consequence of error. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

**SUPERVISOR: Superintendent**

**TYPICAL DUTIES:**

1. Provides information on human resource policies, rules and regulations; interprets human resource policies and regulations to administrators and employees; answers inquiries regarding openings and hiring procedures;
2. Coordinates with Payroll and Finance Department on matters affecting pay or benefits; answers inquiries from colleges and other organizations.
3. Collaborates with the Superintendent, Site Administrators and Managers on resolving legal and confidential personnel issues.
4. Coordinates personnel services with those of other departments and outside agencies and organizations; provides staff assistance to the Superintendent; prepares and presents staff reports and other necessary correspondence.
5. Participates in the development and implementation of goals, objectives, policies and priorities for human resources; recommends and implements policies and procedures.
6. Prepares, through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements
7. Assists and participates in collective bargaining negotiations
8. Investigates employee issues and determines appropriate outcome
9. Assists administrators with the employee discipline process
10. 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
11. Audits master schedules and assignments for proper employee placement
12. Coordinates with universities the placements of student teachers and mentors

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13. Coordinates certificated and classified personnel recommendation reports for the Governing Board and initiates follow-up work after Board action.
  14. Initiates payroll changes based on personnel actions such as amendments, increments, longevity, or terminations.
  15. Computes contract raises, retroactive salary payments, and workers' compensation claims in conjunction with Payroll Technician.
  16. Maintains statistical files and charts on salaries and other information for use in preparation of federal and state reports, negotiations and budget planning
  17. Coordinates the reasonable assurance, layoff, and reduction processes for certificated and classified employees.
  18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources as is relevant to public education.
  19. Schedules, administers, scores and tracks all employment eligibility exams for classified applicants.
  20. Coordinates the employee evaluation program in accordance with policy or contract to ensure that all records are filed and recorded.
  21. Analyzes transcripts, credentials for certificated personnel and review annually.
  22. Implements the Health Benefit Plan. This requires coordination with Payroll department, the health plan providers, all staff members and retirees.
  23. Establishes, maintains, and updates administrative and confidential files.
  24. Maintains sick leave/vacation/compensatory time records, as required.
  25. Updates, tracks and disseminates credential information to all certificated employees.
  26. Tracks and maintains employee records on salary credit and professional growth.
  27. Enters personnel data into multiple computer programs and is responsible for keeping information current.
  28. Prepares employment advertisements, organizes applications, administers tests, and schedules interviews.
  29. Work in addition to regular office hours as necessary and assigned.
  30. Acts as support to the Superintendent in the absence of the Executive Administrative Assistant.
  31. Performs other duties as assigned.
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### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Knowledge of the principles, practices and techniques of hiring regulations, teacher credentialing, customer service, labor relations and human resource information systems.
- Modern office methods and procedures including business report/correspondence writing;
- Use of proper English, grammar, spelling, vocabulary, and punctuation;
- California school accounting requirements;
- Fundamental methods and procedures utilized in recruitment, selection, hiring, classification and salaries.

#### **Ability to:**

- Understand and carry out directions in an independent and problem-solving manner;
- Apply general rules and regulations to specific cases;
- Use discretion with confidential material;
- Have the flexibility to offer viable alternative solutions as problems arise;
- Establish and maintain a variety of record keeping systems and files; including, but not limited to, financial and statistical reports related to payroll, leaves, and employee benefits;
- Prepare, understand and carry out verbal and written instructions;
- Identify and correct errors in mathematical computations and financial documents;
- Communicate effectively in both oral and written forms;
- Work accurately under pressure;
- Learn rules, regulations, and policies governing school employees related to compensation and leaves;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Maintain positive relationships with staff, students, and community.

### **EDUCATION and EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: Bachelor's Degree and/or three years of progressive professional level personnel management experience and training in areas including: human resource/payroll information systems; benefit administration; contract and labor law; Worker's Compensation reporting, and/or employer/employee relations in a public agency.

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**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**MEDICAL CATEGORY I**

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
3. Ability to speak in a clear and convincing manner; ability to hear others either in person or via a telephone; sufficient visual acuity to notice non-verbal actions and read words and letters; sufficient dexterity of hands and fingers to operate a computer keyboard.
4. Ability to sit for extended periods of time.
5. Ability to reach overhead, bend at the waist, kneel or crouch to accommodate filing and retrieving of required materials