

SANTEE SCHOOL DISTRICT

COORDINATOR, HUMAN RESOURCES

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources, the Coordinator, Human Resources provides a variety of complex duties encompassing supervision, coordination, planning and consultation regarding the operation of all services provided by the Human Resources Department. This individual is expected to be able to work independently and must possess a broad understanding and knowledge of credentialing and assignment monitoring, personnel records, preparing employment correspondence and processing of staff; will exercise good judgment in the application and interpretation of complex rules and regulations; will provide support to school sites/departments, administrators and staff to ensure compliance with District, State and Federal regulations related to personnel concerns and matters; represents the District at county and state meetings as required.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Human Resources is part of the District's management team and is distinguished by the variety of technical and confidential responsibility involving a high degree of complexity, initiative, and independence. The incumbent is required to be a flexible individual with strong organizational skills who is capable of assuming responsibility, learning and applying terms of employment contracts, education and labor code, workers compensation, health benefit regulations and other laws related to personnel. The incumbent assists their supervisor in coordinating the operating procedures, communications, and administrative supportive functions of the Human Resources office including clerical preparation and maintenance of Governing Board documents and other meeting documentation. The list of duties is not considered to be exhaustive.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Provides supervision in the preparation and maintenance of all personnel records.
2. Maintains all job descriptions for all new and current positions in the District.
3. Coordinates the work of departmental employees and provides evaluation input on their work.
4. Assists in planning and implementation of a continuing program for position control, recruiting and selection of employees.
5. Monitors and adjusts a variety of processes including certificated and classified postings, interview schedules, substitute placement, certified and classified placements, personnel transfers, new employee orientations, departmental procedures.
6. Directs the activities associated with manual and automated human resources record-keeping; administers the maintenance of all District personnel files; plans, designs, implements, and continuously assesses the personnel record management, storage, and retrieval system.
7. Assists supervisor with overseeing implementation of District workers compensation program.
8. Reviews and coordinates employees' medical and personal leaves to ensure compliance with District, State and Federal leave of absence policies, procedures, and regulations (i.e. FMLA, CFRA, medical, military, and unpaid personal leaves).

9. Prepares, analyzes, and refines statistical and informational data for submission to various federal, state and local agencies.
10. Assists with compiling information for negotiations with bargaining units and in facilitating the district negotiation process.
11. Prepares departmental correspondence suitable to conduct department business.
12. Conducts research pertaining to personnel, including salary research, studies of staffing characteristic and professional standards.
13. Provides support for recruitment and processing of all new employees for District employment.
14. Serves as a resource person to other District departments and school sites.
15. Maintains and audits personnel information, database systems, staffing and directories.
16. Assists in interpreting existing personnel policies and regulations for District personnel and assists in developing new policies and regulations.
17. Handles regular and routine questions or requests from employees concerning the specific application of personnel policies, procedures, and regulations.
18. Prepares Board Agenda items, letters, and reports; performs other clerical duties.
19. Provides and conducts personnel orientations, professional development, and in-service training programs.
20. Assist in designing forms, applications, and test materials to ensure compliance with State and Federal statutes and Board Policies regarding non-discrimination and equal employment opportunities.
21. Assists with coordinating classified and certificated staffing regarding layoffs and rehire list procedures.
22. Maintains close contact with all departments/site administrators in planning and anticipating personnel needs of the school's programs and position control.
23. Oversees coordination of certificated and classified seniority list.
24. Attends meetings and prepares minutes and summaries of actions taken.
25. Participates in, and facilitates, meetings and workshops to convey information regarding a wide variety of subjects pertaining to personnel processes and procedures.
26. Serves as a member on the District Professional Leadership Team.
27. Performs other duties as assigned by the Assistant Superintendent of Human Resources.

KNOWLEDGE OF:

1. Oral and written communication skills.
2. Modern office methods, practices and procedures,
3. Digital record retrieval and storage systems.
4. Laws and regulations of the Education Code and District pertaining to assigned area.
5. General purposes and goals of human resources and benefits administration.
6. Principles of providing training and work direction to others.
7. Interpersonal skills including tact, patience, integrity, and courtesy.

ABILITY TO:

- Change and adapt office procedures and details in concert with the needs and requirements of the District.
- Independently compose correspondence.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Read, understand, and explain technical policies and material.
- Train and coordinate the work of others.

- Understand, carry out and give oral and written instructions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Develop and implement multiple projects and programs with competing priorities
- Work efficiently under pressure with frequent interruptions
- Interpret and apply District, State and Federal policies regarding personnel concerns.
- Provide information and assistance to employees, supervisors and administrators.
- Work independently.
- Respect the confidentiality of information.
- Establish and maintain a calm, tactful and diplomatic manner.
- Must be able to type on a keyboard and/or typewriter.
- Demonstrated ability to be flexible and dependable in implementing job responsibilities

TRAINING AND EXPERIENCE:

Education: Equivalent of high school graduation and a minimum of two (2) years of college-level coursework in a related field; a bachelor’s degree in a related field is highly desirable.

Experience: Minimum of three (3) years of successful human resources, benefits, or related experience with increasing responsibility. Training and experience in office management and technical office skills are required. Management-confidential experience is desirable.

Licenses: State of California driver’s license and willingness to use own vehicle.

WORKING CONDITIONS:

Environment:

- Office environment
- Driving a vehicle to conduct work
- Constant interruptions
- Variable hours

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and interpret a variety of material
- Sitting or standing for extended period of time
- Hearing and speaking to exchange information

BOARD ADOPTED October 6, 2020