

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

HUMAN RESOURCES COORDINATOR (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Superintendent, manage all general personnel functions that serve as a comprehensive human resource program. Serve as a member of the administrative leadership team and District negotiations team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage recruitment and selection process for certificated and classified employees:

- Through consultation with the Administration and through direct communication from the Superintendent, identify vacancies, timelines and processes for recruitment and selection of employees
- Develop necessary brochures and job descriptions for publication of vacancies
- Represent the District to applicants through the recruitment and selection process and provide necessary in-service to employees new to the District about personnel matters
- Manage and coordinate onboarding and orientation process of new hires

Manage District personnel policies and practices for current employees:

- Advise, consult and assist all district employees in matters related to personnel and compliance with district policies, procedures and negotiated contracts
- Manage processes for reassignment and transfer, attendance and other matters to the classification and position of employees
- Manage necessary records for current employees, such as post graduate units, salary schedule placement, credential authorization, job shares, resignations and other separations, and tuberculosis tests
- Notify payroll department of salary, longevity and professional growth increases
- Audit credentials of the certificated staff and ensure compliance with applicable State and Federal laws
- Manage employee leaves of absence including FMLA, CFRA, PDL, extended illness, workers' compensation, and unpaid leaves of absence
- Collaborate with Superintendent, Management, and employees regarding interactive processes or disability accommodations
- Maintain and supervise all personnel files
- Manage records, timelines and processes for the non-reelection, layoff or other separation of employees under direction of the Superintendent
- Collaborate with Superintendent, Management, and employees regarding interactive processes for disability accommodations

Provide administrative support to the Superintendent and other Management within the District Office:

- Prepare personnel orders and other personnel materials for the Board of Education, making oral reports as necessary
- Develop materials, provide research, including classification and compensation studies, and maintain records in support of the negotiating teams and collective bargaining process
- Assist the Chief Business Officer with budgeting personnel costs and maintaining proper position control
- Provide consultation to the management staff for the interpretation of personnel contracts, laws, rules, regulations, practices, policies and procedures relating to human resources activities
- Provide support and necessary resources for management for the personnel evaluation program
- Maintain seniority lists

- Assist Superintendent in disciplinary and grievance hearings, personnel complaint processes, and investigations
- Assist Superintendent with legal issues related to human resource operations and decisions
- Attend and participate in meetings as required

Provide leadership in Human Resource operations and systems:

- Manage the personnel evaluation process, assisting management with timelines, processes and multi-year evaluation cycle
- Manage the Americans Disability Act, monitoring and communicating with employees and their doctors and maintaining necessary documentation
- Input a variety of employee information into an assigned computer system; generate lists and spreadsheets; update information in assigned databases such as training records, substitute calling systems, salary schedules, employee salary advancements and unit increases; assure accuracy of input and output data
- Research, compile and provide a variety of information for reports, special projects and other human resources related functions
- Manage human resources specific projects relating to new or the automation of processes

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university in human resources, education or related field
- Three years increasingly responsible human resources experience including labor relations, conducting investigations, recruitment, screening, and processing of new employees.

DESIRED QUALIFICATIONS:

- Master's degree in human resources.
- Completion of Association of California School Administrators (ACSA) Personnel Academy or PHR/SPHR certification
- Experience and/or training in Human Resources Management, particularly related to the public school system
- Understanding and ability to support collective bargaining process for public school employees
- Knowledge of collective bargaining laws, practices, and processes

Knowledge of:

- Human resources office functions, practices and procedures.
- Practices and procedures related to compensation, benefits, and labor relations.
- Principles, techniques, procedures, and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.
- Applicable laws, codes, rules, regulations, policies and procedures including FLSA, EEO, ADA and sections of the CA education code.
- California Teacher Credentialing requirements.
- Operations, policies, and objectives relating to human resources activities.
- Common occupations and their requirements.
- Record keeping and report preparation techniques.
- Understanding of teacher credentialing requirements.

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Organizational operations, policies, and objectives.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Telephone techniques and communication skills

Ability to:

- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel.
- Serve as a technical resource to employees regarding personnel functions, activities, and requirements.
- Establish and maintain manual and automated employee records and files.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Compile and verify data and prepare reports.
- Prepare announcements for job openings and place advertisements.
- Distribute, screen and process employment applications and other personnel-related documents.
- Process new personnel and conduct employee orientations as assigned.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Work confidentially with discretion.
- Work independently with little direction.
- Meet schedules and time lines.
- Type or input at an acceptable rate of speed.
- Complete work with many interruptions.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office Environment.
- Constant interruptions.

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.

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 08/18/2021

FLSA Status: Exempt