

**CHICO UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES COORDINATOR**

DEFINITION

Under direction of the Executive Director/Director of Human Resources, to perform a variety of responsible and confidential duties involving the use of independent judgment in support of the day-to-day operations and activities of the Human Resources Department, including recruitment, selection and employment of District personnel. Maintain employee and applicant records and files; initiate, track and monitor the posting, advertising, and closing of job openings for District vacancies; assure compliance with established policies and procedures. Serve as an information source to District staff, administrators, applicants and the general public regarding application process and other policies and procedures.

SUPERVISION EXERCISED

May exercise functional and technical supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Coordinate and execute activities related to the recruitment, examination, selection and employment of District personnel.
- Update job descriptions and perform comparable work salary surveys.
- May prepare and distribute monthly meeting notices, agendas and minutes; record and transcribe meeting minutes.
- Compilation of requested labor relations information pertinent to labor negotiations.
- Interpret, communicate, and apply California Education Code and District rules.
- Prepare and distribute announcements of job openings; provide information to applicants.
- Prepare screening and interview packets for administrators and committees; may assist on interview panels; schedule interview appointments with applicants.
- Assist supervisors with evaluations.
- Prepare and send follow-up notices for written, oral and performance exams and selection interviews.
- Construct and maintain confidential personnel files, including tracking performance evaluations, maintaining records of qualified substitutes, mandated in-service requirements and California Basic Educational Data System (CBEDS) information.
- Conduct new employee orientation and onboarding procedures.
- May conduct exit interviews.
- Maintain and revise forms such as applications, clearance forms, personnel action forms, and various human resources forms.
- Develop, establish, and maintain seniority records.
- Serve as back-up for tracking leaves of absence and workers' compensation.
- Provide back-up for District Attendance Tracking System, Reasonable Assurance letters, and Summer School employment.
- Monitor, perform, and oversee fingerprinting process of District employees.
- Prepare annual budget and coordinate travel and reimbursements for the department.
- Research, compile, and analyze data and statistics using current technology tools for negotiations, salary projections, budget, and other employment areas; calculate costs for new positions, including salary, benefits, workers' compensation, and retirement costs; develop metrics and generate reports on human resource related areas. Make recommendations based on interpreting data.
- Investigate and draft proposals for contract negotiations.
- Receive calls, visitors and mail; respond to complaints and requests for information. Serve as information source to the staff and general public; interpret and explain procedures and rules.
- Respond to routine correspondence by composing standard letters and memoranda.
- Schedule meetings and appointments.

- Coordinate and monitor employment requirements, records, and notifications such as credentials, licenses, certifications, and vaccinations.
- Complete and submit unemployment claims; may attend unemployment hearings.
- Assist in assignment certification monitoring for certificated employees.
- May serve as backup for the Classified Human Resources Assistant.
- Provide administrative support for the Human Resources Department.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping.
- Principles and practices of data collection and report preparation.
- Principles of business letter writing.
- Techniques used in public relations.
- Word processing methods, techniques and programs, including spreadsheet and database applications.
- Alphabetical, numerical and subject matter filing systems.
- Basic mathematical principles.
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Operate modern office equipment including computer equipment.
- Accurately type or operate a keyboard at a level proficient for successful job performance.
- Create documents, databases, spreadsheets, and reports using MS Office Suite.
- Enter data and create reports using the District's Human Resource Information System.
- Safely operate a motor vehicle.

Ability to:

- Learn, interpret and apply pertinent codes, rules and laws, including District policies and procedures pertaining to assigned function.
- Demonstrate exceptional customer service and respond to requests and inquiries for information.
- Compose, compile, and tabulate data and information to prepare summaries and reports.
- Maintain confidentiality of employee information.
- Work effectively and efficiently under pressure with constant interruptions.
- Plan and organize work to meet schedules and deadlines.
- Provide lead supervision for lower level staff.
- Work independently in the absence of supervision.
- Utilize independent judgment and problem-solving skills to complete required tasks.
- Exercise sound judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Three (3) years of increasingly responsible related experience demonstrated through work experience and/or education, preferably in a Human Resources department.
- Two (2) years of experience as Administrative Specialist in Chico Unified School District is recommended.
- One (1) year of experience in school district preferred.

Education:

- Bachelor's degree preferred.
- Completion of two (2) years of college level coursework preferred supplemented by specialized training.

Training:

- Specialized training may include in office practices, business administration, human resources or related field. This training can be demonstrated through work experience focusing on specialized skills such as word processing, spreadsheet application and the administration of human resource functions.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.