



Human Resources Coordinator

Confidential Range: I 0

Board Approved: 06/20/2019 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

This is a confidential position of the direction of the appropriate administrator. This position provides technical assistance in support of the employment, recruitment, and record maintenance of the District's faculty, classified, hourly and management personnel. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of specialized technical duties in support of the District's employment, recruitment and selection process of all hourly employment authorizations.
2. Assists in the preparation of job posting announcements and advertisements for academic, classified management, and hourly position vacancies.
3. Administers the District's pre-employment and bilingual/bi-literate testing programs.
4. Responsible for all new hire orientations and onboarding programs and activities.
5. Coordinates and participates in employment job fairs, talent acquisition and career development activities.
6. Maintains a variety of files, records and lists related to District personnel and job applicants; process a variety of forms regarding employee status; prepares correspondence involving personnel transactions; assures confidentiality of information as appropriate.
7. Prepares, processes and records technical data, reports, contracts, surveys, records and other documents related to human resources; composes correspondence independently or as requested.
8. Assures compliance with a variety of District policies and procedures.
9. Performs data entry to the District's Human Capital Management systems.
10. Provides general assistance to the overall administration of the human resources function.
11. Attends and participates in department meetings; stays abreast of new trends and innovations in the field of human resources administration.
12. Assist in the development, implementation and modification of the Human Capital Management Systems for the management of personnel related human resources records and documentation.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- District organization, operations, polices, procedures and objectives.



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- Principles and practices of public human resources administration.
- Operational characteristics, services, and activities of the human resources functions, programs and operations.
- Methods, practices, terminology and procedures used in personnel and benefits administration, recruitment and placement of academic, classified, hourly and administrative employees.
- District human resources policies and procedures; applicable sections of the Education Code and other human resources laws, rules and regulations.
- Principles and procedures of record keeping.
- Principles and practices of quality customer service.
- Interpersonal skills using tact, patience and courtesy.
- Office procedures, methods, and equipment including computers and applicable software applications.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

Ability of:

- Perform a variety of administrative support duties related to the personnel functions.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records management for the District.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain the confidentiality of personal, sensitive, and collective bargaining information.
- Provide appropriate information and prepare clear and concise reports and memoranda.
- Operate a variety of office equipment and a computer using word processing, applicant tracking and spreadsheet software applications.
- Prioritize, plan and organize work in order to meet schedules and timelines.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- An Associates degree (or completion of at least sixty (60) college level units) in human resources, public administration, or business administration from an accredited college or university. In the absence of an associate degree two (2) years of human resources experience is required.



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Required Experience:

- One (1) year of human resources experience.

Preferred Experience:

- Bachelor's degree from an accredited college or university.
- Experience in a public higher education or community college environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.