



## HUMAN RESOURCE COORDINATOR

Job Description  
July 26, 2010

### Position Summary

Perform human resource services in the areas of employee hiring, leaves, resignations and other activities that impact an employee's status.

### Reporting Relationship

Work under the general supervision of the Assistant Director, Workforce Management.

### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Serve as a primary contact to district administrators, employees, job applicants and other organizations relating to employee hiring, leaves, resignations and other activities that impact employee status.

Interpret human resource policies and procedures in responding to verbal and written inquiries in consultation with the Human Resource Consultants and/or the Assistant Director, Workforce Management.

Post vacancies on the District's automated recruitment system and on various recruitment sites.

Screen job candidates; notify applicants of the status of their applications as necessary.

Schedule interviews; assist with interviewing as assigned.

Perform pre-employment checks, including reference and background checks; process volunteer background checks.

On board all new employees, including ensuring that all new hire paperwork is completed.

Deliver new employee orientation.

Administer Civil Service testing, including the administration and scoring of tests; assist other human resource staff with test creation.

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### **Responsibilities (continued)**

Compose, sign and send all offer letters and employee change letters.

Coordinate athletics hiring, including posting jobs, screening applicants, ensuring that new hire paperwork is completed; enter employee information on automated personnel record.

Assist other human resources staff with the layoff and placement process.

Maintain the student teacher database; develop and maintain other databases of employee information as necessary.

Screen and hire substitute teachers; maintain the automated system for filling vacancies of absent teachers.

Advise employees regarding leaves of absence; provide employees with the necessary paperwork to complete based upon the type of leave being requested; notify the employee of leave approval or denial; enter the leave information on the employee's electronic record and maintain any necessary leave records; contact employees regarding leave status as necessary.

Prepare reports requiring research, data collection and analysis for submission to human resource administrators.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

### **Knowledge, Skills, and Abilities**

Working knowledge of the basic principles and practices of workforce management principles and techniques.

Working knowledge of staffing and interviewing processes and techniques.

Working knowledge of applicable laws, rules and regulations applicable to employment, including the Family Medical Leave Act and Americans With Disabilities Act.

Strong customer service skills.

Strong problem-solving skills.

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### **Knowledge, Skills and Abilities (continued)**

Effective time management and prioritization skills

Considerable ability to communicate effectively, listening, oral and written.

Considerable ability to establish rapport with others and to interact effectively with persons having a wide variety of cultural and ethnic backgrounds.

Considerable to handle multiple issues simultaneously.

Considerable ability to work independently and as an effective team member  
Decisions.

Working ability to conduct research, analyze information and prepare reports.

Working ability to make sound decisions based upon analysis of human resource policies and procedures and information relating to specific employment issues.

### **Minimum Qualifications**

Bachelor's degree in in human resource management, business or public administration, psychology or a related field and two years of human resouce experience.

### **Preferred Qualifications**

Experience with PeopleSoft.