

# **Madera Unified School District Classified Job Description**

## **Coordinator of Human Resources**

### **Purpose Statement**

Plans, coordinates and supervises the operations of the Department of Human Resources Department. Develops and communicates human resources policies District-wide. Promotes the efficiency of the school system, and works through the District Chief Human Resource Officer in communications with the Director of Classified Human Resources who oversees the District Classified Merit System.

This job reports to the Chief Human Resources Officer.

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### **Essential Functions**

- Directs, coordinates and review the work plan for human resource services; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
- Process recommendations for employment terminations and conducts exit interviews.
- Participates in the development and implementation of goals, objectives, policies, and priorities for human resources; identifies resource needs; recommends and implements policies and procedures.
- Attends and participates in professional meetings; stays abreast of new trends and innovations in the field of human resource administration.
- Oversees worker's compensation claim personnel to ensure timelines are maintained.
- Co-coordinates the new teacher orientation; assists in assessing the effectiveness of the support provided to new teachers; develops improvement opportunities and reviews them with the Chief Human Resources Officer; implements improvements.
- Assists the Chief Human Resources Officer with the recruitment of Certificated personnel and the development and updating of Certificated Job Descriptions.
- Works in collaboration with the Merit System.
- Coordinates with CSEA in the development of a Professional Growth program for classified personnel.
- Assists with the development of new site administrators.

- Assist Chief Human Resources Officer in resolving legal and confidential personnel issues.
- Assist site/department leaders with progressive discipline documentation.
- Provides direction to Risk Management and Health Benefits staff.
- Perform any other duties and assume such other responsibilities as may be assigned by the Chief Human Resources Officer.

### **Job Requirements:**

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

##### **KNOWLEDGE AND SKILLS of:**

Principles, policies, and practices of public personnel administration; District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts; organization and functions of the various personnel assignments within the District and a thorough understanding of the objectives of Collective Bargaining units and their methods of operation; purposes, functions, policies, and practices of private and public Human Resources departments; leadership skill in facilitating group processes, mediation and conflict resolution, fundamentals of public administration, negotiation practices and techniques, Collective Bargaining agreements, and employer-employee relations relating to employees in public education; statistical techniques and methods appropriate for the analysis and reporting of personnel data; supervisory and managerial techniques, budget preparation and control.

##### **ABILITIES to:**

Plan, organize, direct, coordinate, and review the work of a multi-unit operation; analyze, develop, and implement changes in operating policies and procedures; formulate and express ideas clearly and concisely, in written reports and oral presentations; prepare proposed laws, rules, Collective Bargaining items, regulations, and procedures and exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contacts; work effectively with administrators, school personnel, employee representatives, and the public.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and

significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

### **Minimum Qualifications**

Education: Bachelor's Degree in Business Administration, Human Resources Management or a closely related field.

Experience: Three years of increasingly responsible supervisory/ management Human Resources level experience which includes multi-faceted experiences in the various areas of Human Resources. HR experience in an educational setting is desirable.

### **OR**

Four years of experience working in Madera Unified School District Human Resources Operation.

### **Required Testing**

### **Continuing Educ./Training**

None Specified

### **FLSA Status**

Exempt

### **Approval Date**

### **Certificates**

Valid California Driver's License

### **Clearances**

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

### **Salary Range**

Supervisory