

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: HUMAN RESOURCES COORDINATOR

JOB GOAL: Under the direction of the Director of Human Resources or Designee, conducts and supervises a wide variety of Human Resource operational functions. Evaluates employee transcripts, conducts employee orientations, analyzes teacher and administrative credentials, maintains confidential certificated staff and classified employee files and participates in decisions regarding divisional matters. Assists administrators and employees as needed.

DISTINGUISHING CHARACTERISTICS: Cooperatively performs and oversees confidential technical duties requiring independent judgment, initiative, and legal accuracy required for the employment and tracking of personnel.

QUALIFICATIONS

Knowledge of:

1. Correct Basic English usage, writing, and math.
2. District organization, operations, policies, and objectives.
3. Effective public speaking techniques.
4. Office software systems.
5. Federal, state, and local laws, codes, and statutes related to Human Resources, Hiring and Employee Rights.
6. Maintaining confidential information relating to personnel.
7. Interpersonal skills using tact, patience, and courtesy.
8. Knowledge of ADA, CFRA and FMLA employee laws.
9. Knowledge of current state teacher/administrative certification requirements
10. Principles and practices of supervision and training.
11. Safety and workplace rules and regulations.

Ability to:

1. Professionally perform Human Resources duties in an efficient, professional and courteous manner.
2. Analyze situations accurately and adopt an effective course of action.
3. Analyze data and make appropriate recommendations.
4. Cultivate and model a respectful working and learning environment for divisional employees that will optimize teamwork.
5. Independently oversee and perform complex Human Resources functions.
6. Process personnel actions including but not limited to hiring, leaves of absence, changes in status, terminations, retirements
7. Communicate effectively both in both oral and written forms.
8. Conduct workshops and presentations.
9. Efficiently and effectively plan and organize work.
10. Establish and maintain effective rapport with perspective employees and community.
11. Establish and maintain effective work relationships with those contacted in the performance of required duties.
12. Effectively communicate in both oral and written language.

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Ability to (continued)

13. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
14. Interpret and apply provisions of State Education and Labor Code and various regulatory agencies.
15. Keep confidential records and prepare accurate records.
16. Meet schedules and timelines.
17. Have regular and punctual attendance.
18. Understand collective bargaining and employee contracts.
19. Respectfully follow all District policies, work procedures, and reasonable requests by proper authority.
20. Operate office machines and equipment including a telephone, scanner, copier, personal computer and other office technology.
21. Prepare narrative and statistical reports as required.
22. Present and maintain a pleasant appearance and demeanor.
23. Read, interpret, apply and explain rules, regulations, policies and procedures.
24. Receive and give information over the telephone or in person in a courteous manner.
25. Work both collaboratively and independently.
26. Work successfully with diverse groups of people.

Training and Experience**Education:**

1. High School Diploma or Equivalent Required.
2. Bachelor's degree from an accredited University or college desired.

Experience:

1. Five (5) years of experience dealing with fast paced customer centered work environment, two (2) of which are in a public school district Human Resources department; or any combination of public employment training and experience that could likely provide the desired knowledge and abilities is required.
2. Good work history demonstrating dependability and reliability.

REPORTS TO: Director of Human Resources or designee

ESSENTIAL FUNCTIONS

1. Independently oversees and performs complex Human Resources operational functions critical to the function of the Human Resources division.
2. Supervises and maintains Human Resource functions, files and records.
3. Coordinates, plans, schedules and delivers the initial employee orientation.
4. Coordinates and provides training and in-service for staff.
5. Identifies Human Resources business requirements and works collaboratively with vendors, business partners and other key departments to deliver solutions meeting the needs of Human Resources and the District.
6. Keeps informed of District and State rules and regulations regarding public records, disclosure of such records and employee rights.
7. Keeps up to date on current state certification requirements for the purpose of ensuring compliance with current regulations.

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ESSENTIAL FUNCTIONS (continued)

8. Provides leadership and training to Human Resources staff and District staff on systems and processes
9. Monitors employee credentials/assignments and provides direct services to certificated employees.
10. Oversees and supervises identified Human Resources staff.
11. Coordinates and manages all substitute employee hiring and placement operations.
12. Management and execution of substitute and temporary employee reasonable insurance.
13. Evaluations and employee status changes, etc.
14. Conducts Substitute teacher interviews and onboarding.
15. Checks various operational reports for completeness and accuracy.
16. Manages and tracks employee certifications and medical records.
17. Monitors employee disability, retirement and leaves.
18. Coordinates and supports employee leave provisions in conjunction with Labor Code and Education Code.
19. Processes employment records for new and existing certificated personnel with precision.
20. Coordinates and assists the Director in employee interactive meetings.
21. Facilitates and assists with unemployment claim processing.
22. Pursues professional development of skills and knowledge necessary for the effective performance of the position.
23. Attends local and State meetings and trainings related to Human Resources.
24. Participates in the selection, assignment and evaluation of assigned personnel and assists in or establishes duties and work schedules for employees.
25. Participates in workshops, in-service training, seminars, and conferences.
26. Provides on-the-job training and instruction of personnel to develop maximum efficiency and safety.
27. Participates on the District negotiating team and labor management meetings as necessary.
28. Works as a team member and trains other employees in the District's employment process.
29. Compiles data and reports for a variety of sources (e.g., payroll, budget, applications, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
30. Monitors confidential Human Resources employee information.
31. Serves as a liaison to committees and/or organizations on behalf of the Human Resources Director for the purpose of conveying and/or gathering information required for District operations.
32. Coordinates and assists with the fingerprinting of prospective employees using (District-specific) fingerprinting equipment.
33. Advises and counsels applicants concerning a variety of requirements, and assists them in obtaining necessary documentation, certificates.
34. Performs other duties as assigned.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.

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PHYSICAL ABILITIES (continued)

3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions for professional personnel. The Director of Human Resources or Designee will complete the evaluation.

Approved by: Board of Education

Date: December 14, 2021

**Murrieta Valley Unified School District is a drug-free &
tobacco-free workplace and equal opportunity employer.**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.