



Approved by the Board of Trustees on January 9, 2024  
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FLSA: Non-Exempt

## HUMAN RESOURCES COORDINATOR

### **DEFINITION**

Under general supervision, leads and performs a variety of complex technical and administrative duties related to the employment, recruitment, selection and record maintenance of the District's academic, classified and non-classified personnel; receives applications, and screens candidates based on established criteria; maintains confidential personnel files and records; conducts research on and participates in the collective bargaining process, administration of the District's employee and retiree benefit programs; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Vice President, Human Resources. Exercises no supervision over staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing a variety of complex technical duties in support of the District's human resources programs and will work closely with the HR Business Partner. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Leads, coordinates and performs a variety of complex technical duties related to the employment and recruitment of the District's academic, classified and non-classified personnel; ensures applicants meet the minimum requirements or comply with the equivalency process requirements established by mandated regulations.
- Coordinates the day-to-day administration of the District's employee and retiree benefit programs, including medical, dental, vision, group insurance, and voluntary plans; assists employees and retirees with benefit-related matters; determines benefits eligibility and effective dates; plans and implements open enrollment activities and events; processes employee benefit election and change forms; and prepares and tracks notifications/documentation for the District's COBRA process.
- Provides training and day-to-day guidance and direction to other HR staff; monitors workflow to ensure deadlines are being met; provides information, instruction and training on HR work processes.
- Prepares and conducts training sessions and other presentations to a variety of audiences.
- Interprets, explains and applies human resources department services, board Policies, administrative procedures, collective bargaining agreements and federal/states laws and regulations; develops recommendation to improve department processes and procedures.
- Participates in the District's collective bargaining process by researching and collecting data/information, making recommendations on District proposals and providing input to contract language.

- Prepares and maintains a variety of reports on personnel-related files, statistics and documentation, such as recruitment files/records, employee personnel files, department reports, collective bargaining and other reports.
- Review applications for minimum qualifications to select qualified candidates for employment; coordinates and proctors applicant testing; provides applicants with other information as necessary.
- Receives and processes documentation such as personnel transaction forms, technical data, reports, contracts, and records; composes routine correspondence.
- Processes and provides human resources/employment related information to new and current employees: ensures forms and notices are completed thoroughly and properly.
- Coordinates and performs a variety of recruitment activities; ensures compliance with mandated regulations.
- Oversees job announcement advertising and expenditures; coordinates the participation in job fairs.
- Assist with and performs special project assignments; prepares reports and makes presentations.
- Serves as Certified Fingerprint Roller; fingerprints new employees and maintains applicable logs/records.
- Maintains confidentiality of information obtained in the course of assigned duties.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- District organization, operations, policies, terminology, rules, programs, and objectives.
- Methods, practices, terminology and procedures used in human resources administration.
- Recruitment and selection methods and processes including posting jobs, screening applications, and scheduling tests and interview/selection panels.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the State Education Code.
- Established minimum qualifications for faculty, administration and other academic positions.
- District personnel policies and procedures.
- District collective bargaining process and labor contract provisions.
- Record keeping principles and practices.
- Fingerprinting methods and techniques.
- Business mathematics.
- Principles and practices of preparing routine business correspondence.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a variety of complex technical duties related to the employment, selection, recruitment for the District's academic, classified and non-classified personnel.
- Distribute, screen and evaluate assigned employment applications.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Process a diverse range of personnel forms, contracts, and related documentation.
- Develop and maintain confidential personnel records.
- Fingerprint new employees and process results.
- Provide information and assistance to employees, supervisors and administrators.
- Update and maintain a variety of files and records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English, grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field.

Experience:

- Three (3) years of increasingly responsible human resources program clerical experience.

**Licenses and Certifications:**

- Possession, or acquisition within the probationary period of, a valid Fingerprint Roller Certification issued by the State Department of Justice, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.