



Approved by the Board of Trustees on January 9, 2024

Updated on August 11, 2026

FLSA: Non-Exempt

HUMAN RESOURCES COORDINATOR

DEFINITION

Under general supervision, leads, coordinates, and performs a variety of complex confidential, and professional level duties in support of the human resources department and operations. Areas of responsibility include but are not limited to, employee leave program administration; Equal Employment Opportunity (EEO) compliance and reporting support; policy and procedure research and development, budget and contract administration; maintains confidential files and records; conducts research on and participates in the collective bargaining process; 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, including employee leave programs, and will work closely with the Vice President of Human Resources and Assistant Human Resources Director. 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.

- Conducts research and analysis related to human resources programs, operations, and compliance reporting, including assisting with the District's EEO Annual Certification; gathers, reviews, and reconciles data and supporting documentation; identifies discrepancies and researches alternatives; recommends procedural, administrative, or operational improvements; assists with the implementation of approved changes; and prepares comprehensive technical records and reports.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the Human Resources Department.
- Coordinates and performs professional-level administrative and programmatic work in support of human resources programs and operations, including labor and employee relations, collective bargaining, grievances and investigations; EEO compliance and reporting support; Human Resources budget development, monitoring, and financial reporting; contract administration; and policy and procedure development. Ensures assigned activities comply with applicable federal, state, and local laws, regulations, reporting requirements, and professional practices.
- Oversees and participates in the development and administration of Human Resources budgets; gathers and analyzes financial data; formulates recommendations and supporting documentation; monitors funding allocations, revenues, and expenditures; investigates the need for budget allocations during the fiscal year; identifies and recommends resolutions for budgetary challenges.
- Reviews and prepares Human Resources policies and procedures; researches best practices related to Human Resources operations; recommends changes; and assists with implementing approved revisions.

- Reviews, prepares, coordinates, and tracks Human Resources contracts and agreements; monitors contracted services performance relative to District quality standards and expectations and takes corrective actions when the standards are not met.
- Prepares complex Human Resources reports, Board agenda materials, compliance documents, correspondence, and other materials for assigned programs, special projects, and research; compiles supporting documentation and summarizes findings for management.
- 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.
- Provides administrative and analytical support for the District's collective bargaining process, including conducting research, gathering data, preparing and maintaining records, coordinating meetings, and tracking proposals and agreements.
- Prepares and maintains confidential Human Resources case files and records using designated recordkeeping and case-management systems in accordance with applicable policies and requirements.
- Serves as the subject matter expert for the employee leave program and administers leave requests from initial notice through return to work, including determining eligibility, designating qualifying leave, obtaining required medical certification, completing required documentation, and tracking continuous intermittent, and reduced schedule leave use.
- Serves as a liaison among employees, supervisors, Payroll, and other appropriate parties; coordinates return-to-work requirements and overlapping leave matters; maintains complete accurate, and confidential records of leave requests in accordance with applicable laws, District policies, and documentations requirements.
- 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.
- Project and/or program management as applied to Human Resources operations, budgeting, policy development, compliance reporting, contract administration, and other related programs areas.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the State Education Code.
- District personnel policies and procedures.
- District collective bargaining process and labor contract provisions.
- Record keeping principles and practices.
- 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:

- Administer assigned Human Resources programs, including employee leave administration.
- Conduct research related to Human Resources programs, policies, procedures, contracts, budgets, compliance requirements, and operational practices.
- Prepare clear and concise reports, correspondence, Board agenda materials, policies, procedures, contracts, compliance documents, and other written materials.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Develop and maintain confidential personnel records.
- 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:

None.

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.