

## TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Whittier, California

BP 11171 (F)

### **HUMAN RESOURCE COORDINATOR MONTHLY SALARY SCHEDULE**

Board 6-15-00 (job description Revised 6-9-22) (Revised 9-11-25)

#### **CLASS TITLE: HUMAN RESOURCE COORDINATOR**

**Effective July 1, 2024**

Step 1	\$ 7,675
Step 2	\$ 8,059
Step 3	\$ 8,461
Step 4	\$ 8,885
Step 5	\$ 9,329
Step 6	\$ 9,795

6%-Effective 7-1-22

4%-Effective 7-1-24

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, performs specialized human resources activities in areas related to recruitment, selection, processing new employees and maintaining employee records; processes credentials, manages employee benefits administration, and handles Workers' Compensation claims; serves as the primary source of information regarding various personnel-related issues; interprets ROP regulations, policies and procedures; makes decisions involving independent judgment and requiring specialized knowledge of technical practices and precedents; maintains confidential information. Provides administrative support. Supervises the performance of assigned personnel. This is a classified management position; 12-month confidential position.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, coordinate and implement procedures for filling certificated and classified vacancies; prepare announcements, screen applicants, design and place ads, conduct background investigations, interview, administer tests, certify, process medical examinations, select and notify candidates of results; prepare and maintain related records and process related correspondence and reports; prepare appropriate documents and initiate process for hiring selected candidates.

Utilize recruiting websites and other to promote job vacancies, review application materials submitted to determine applicants that meet qualifications, receive phone calls for job interest and explain CTE credential requirements and process, schedule interviews.

Process new employees including assisting employees with hiring packet, new employee orientation, personnel action forms, prior employment verifications, and I-9 authorizations; prepare new and existing employees' personnel information; make recommendations to the Superintendent regarding wage and salary considerations per Board policy; compile salary, hire, and termination information for Personnel Report for Board. Store employee information confidentially and accurately in secured files and computer systems.

Coordinate with Payroll on matters affecting employee pay or benefits.

Assist in the dismissal, retention, promotion, reassignment, and suspension of certificated and classified personnel.

Oversee the processing of personnel transactions such as pay, benefit and employment status changes, paid and unpaid leaves, and resignations.

Disseminate knowledge and assistance to employees regarding health benefits, Workers' Compensation, leaves of absence, and separation from employment. Complete required forms.

Serve as DOJ Custodian of Records, verify DOJ clearance, adhere to CORI (Criminal Offender Record Information) requirements, and process all related paperwork.

Process employee request for absence forms, track employee attendance and time off. Send reasonable assurance letters to instructors. Submit required documentation to employees on leave of absence (Family Medical Leave Act, etc), and maintain files, timelines, and follow up; adhere to time sensitive mailings and maintain confidential reports.

Serve as the primary source of information regarding various personnel-related issues; interpret ROP regulations, policies and procedures; make decisions involving independent judgment and requiring specialized knowledge of technical practices and precedents. Confer with employees and management on interpretation of board policies, procedures, and other problems concerning certificated or classified personnel such as promotion, discipline, layoff, evaluation, and grievance resolution.

Establish, audit, and maintain a variety of confidential records and files including credentials, leaves, performance evaluation reports, medical information, personnel actions, and other sensitive employee data; input confidential data for payroll-related data into the County system for new hires or changes to current employee records. Maintain confidentiality of sensitive and privileged information.

Post, update, and monitor Absence Report daily for classified and certificated staff. Oversee absence line. Arrange substitute teachers for regular teachers for absences or in-service activities; coordinate with instructor where materials will be for substitute teachers and what is to be taught; arrange time schedule and other pertinent data; provide keys to substitutes; prepare and revise absence reports and related information; notify high schools.

Prepare teachers' offers of employment; calculate placement on salary schedules, anniversary increments and teaching schedule. Prepare teachers' annual calendars of work schedule; calculate monthly hours and salary. Prepare time cards. Review and approve substitute time card submissions monthly.

Monitor certificated staff's expiring credentials; provide information to staff regarding the renewal process; review related paperwork and assure completeness and compliance with State credentialing requirements. Assist and provide guidance to first time instructors in applying for credentials; register credentials with the county office; initiate Temporary County Certificates (TCC) as needed; monitor to ensure teachers are taking appropriate classes; prepare credential monitoring report for LACOE audit.

Prepare and maintain a variety of narrative and statistical reports related to assigned human resources functions; submit reports to appropriate administrator or agency according to established timelines.

Initiate and follow up on worker's compensation claims; arrange for medical treatment of injured workers as needed; verify paperwork was submitted to the insurance company with appropriate signatures from the injured individual and the doctor; prepare and submit reports to the insurance company of the accident, follow-up visits and other pertinent information; track status claims.

Enroll employees qualifying for CalSTRS or CalPERS retirement according to established regulations.

Prepare a variety of documents including job announcements and longevity awards; review and update annual Employee, Substitute Teacher, and HR Handbooks, Activities Calendar, and other program or personnel materials; update internal HR processes and forms per guidelines. Work on special projects to streamline human resources functions and employee assistance. Prepare related materials for inservices.

Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures. Type new job descriptions and update salary schedules and various board policies as needed.

Serve as a member of the Leadership Team and meet with administration to provide information, review materials, make recommendations, and identify and solve problems. Provide information and assistance to staff, instructors, administrators, and the public in areas related to assigned activities.

Attend a variety of meetings as assigned; make presentations related to personnel matters and issues as directed; attend workshops to maintain current knowledge of assigned areas.

Process requests for verification of employment and State unemployment claims and related documents. Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Participate in various public relations activities as directed.

Participate in various organizations/committees.

Keep current on CTC credentialing requirements, Board Policies, Education Codes, and employment laws and practices.

Maintain working relationship with LACOE credential services and certification departments for verification and maintenance of credentials; other office of education as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices and procedures related to human resource functions.

Operations, policies and objectives relating to personnel activities.

Applicable sections of State codes and other laws regarding assigned personnel activities.

Laws, rules, regulations involved in test administration, recruitment, compensation, and classification activities.

ROP goals, objectives, organization, policies and procedures.

Operation of a computer and assigned software.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of technical duties and provide assistance to prospective and current personnel.

Perform a variety of technical duties related to the recruitment, examination, interviewing, and employment of personnel.

Prepare and maintain a variety of confidential personnel records and reports.

Apply, explain, and enforce rules, regulations, policies and procedures related to personnel.

Distribute, screen and process employment applications and other personnel-related documents.

Work independently with little direction.

Type at an acceptable rate of speed.

Operate a computer and other office machines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others. Work confidentially with discretion.

Work efficiently with many interruptions.

Analyze situations accurately and determine appropriate course of action.

Drive a vehicle to conduct work.

#### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: graduation from high school supplemented by college level course work in business or public administration, or related field.
- Five years increasingly responsible professional level experience in the administration of human resources activities involving recruitment, selection, examination, position classification, and compensation experience.
- Bachelor's degree in Human Resources or related field preferred.
- At least one year in a supervisory capacity required.
- Public school experience required.
- CTE credentialing experience required.
- Experience of the LACOE Software Systems preferred.
- Advanced working knowledge of Microsoft applications required.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing, or pulling heavy objects up to 25 lbs.