

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator I, Human Resources	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 22, 2023	SALARY:	E-20/Classified Management Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area(s); plan, organize, and coordinate the operation of a variety of human resource services and functions including recruitment, staffing, salary administration, data gathering, report preparation, substitute services, compliance with policies and procedures and applicable state and federal regulations, technology and personnel to provide timely delivery of high quality services to meet the needs of the District; supervise, train, provide clear work direction and evaluate the performance of assigned. Works under the direction of the assigned supervisor.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

Plan, coordinate and organize unit assignments and determine priorities; lead and train staff. **E**

Assist in routine administrative functions of the Human Resource Services as directed. **E**

Coordinate and ensure integrity of assigned recruitment and hiring processes including screening applicants, developing questions, compiling paper screening, interview results and other related duties. **E**

Communicate with District administrators, departments and outside organizations to coordinate activities, resolve issues or concerns and exchange information. **E**

Maintain confidentiality of privileged and sensitive information related to Human Resources and personnel matters. **E**

Plan, coordinate and participate in the gathering, compiling, review and processing of data about salaries, classifications, job analysis, and other matters; research a variety of sources to provide accurate reports including applicable legal provisions to personnel procedures as related to certificated and classified bargaining unit positions, certificated management, and classified confidential, supervisory and management. **E**

Interpret and explain rules, regulations, policies, procedures, collective bargaining contracts, and leaves of absence as needed, and assist in solving unique problems of certificated and classified employees, management, and the public. *E*

Provide counseling to employees regarding their rights, classification, requirements, retirement, compensation and other related items. *E*

Participate in the development, design, or revision of Human Resources Services forms or related automated information systems. *E*

Provide technical expertise regarding assigned functions; identify internal and external training programs to address competency gaps; make timely recommendations for programmatic changes to area under supervision. *E*

Perform difficult and complex technical assignments and provide technical assistance in the operation, maintenance and training related to Human Resources Services functions. *E*

Perform special project assignments to support the efficient operation of the department plan.

Coordinate events and authorized and review expenditures for events and programs to assist in ensuring appropriate usage of funds. *E*

Maintain open communication and cooperative relationships with others, inspire individual and team development, actively participate in meetings, work groups, and support the goals and objectives of the District and the department. *E*

Prepare Board of Education agenda items as needed. *E*

Attend and/or participate in workshops, meetings and other gatherings related to professional development; compose correspondence and maintain records. *E*

Provide a climate of customer service for District students, district staff, families and community. *E*

Supervise, train and evaluate the performance of assigned personnel. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, human resources, or a related field and three years increasingly responsible supervisory and/or management or related experience in area of specialty; experience in human resources systems and procedures and related regulatory compliance preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the functions of Human Resources, Labor relations, and Bargaining unit contracts.

Compensation practices and personnel procedures and practices.

Interview and selection techniques and methods.

Legal procedures and terminology and negotiation processes.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervising, training, and providing work direction.

District organization, operations, policies, objectives and goals.

Research methods, report writing techniques and record-keeping techniques.

Principles and practices of effective management techniques.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Reading and writing English communication skills.

ABILITY TO:

Plan, oversee and participate in the review and processing of documents relating to the qualifications and salary placement of certificated and classified personnel.

Attract, recruit, and retain highly qualified employees through effective communication of District Guiding Principles.

Provide technical information and assistance to others concerning employment policies and personnel transactions related to certificated and classified personnel and other human resources matters.

Work independently with little direction and many interruptions.

Understand and follow complex oral and written instructions and complete assignment in an independent manner.

Supervise, evaluate, train and direct the performance of assigned staff members.

Audit and update a variety of personnel files.

Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.

Communicate effectively both orally and in writing.

Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.

Actively participate in meeting District Guiding Principles and outcomes.

Analyze situations accurately and adopt an effective course of action.

Analyze operational problems and recommend and implement program improvements.

Research, analyze, compile and maintain statistical records, and prepare comprehensive statistical reports, analyses and recommendations.

Focus and appropriately allocate resources toward identified goals.

Plan, prioritize and organize work to meet schedules and timelines.

Demonstrate loyalty and high ethical standards.

Apply integrity and trust in all situations.

Maintain confidentiality of sensitive and privileged information.

Learn District organization, operations, policies, objectives and goals.

Add, subtract, multiply and divide quickly and accurately and perform more complex mathematical equations.

Operate a variety of office equipment including a computer and assigned software.

Learn new or updated web-based systems/computer systems/programs to apply to current work.

WORKING CONDITIONS:

ENVIRONMENT: Office environment and indoor and outdoor school site environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing or walking for extended periods of time; hearing and speaking to exchange information, and make presentations; seeing to read various documents related to assigned activities; dexterity of hands and fingers to operate a computer, other office equipment, and a variety of instructional material; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies, files from cabinets, shelves, lift light objects, or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions