

Mt. Diablo Unified School District

Human Resources Coordinator

Primary Function

Provides complex technical and administrative support to the Chief/Assistant Superintendent and Director(s) of Human Resources. Serves as the coordinator of the Human Resources Department and oversees its day to day operations. Works directly with union leaders as necessary and provides leadership and oversight within the Human Resources Department as appropriate. Works collaboratively with other departments regarding employee/staffing needs.

Directly Responsible To

Chief/Assistant Superintendent, Human Resources

Supervision

Coordinates the work of the Human Resources Department and supports, monitors, and may evaluate or contribute to the evaluation of staff.

Major Responsibilities

1. Learns, monitors and assists in the improvement of workflow processes within HR and between HR and other departments. **E**
2. Learns and can assist staff in HR related software programs.
3. Coordinates day-to-day operations of the Human Resources staff and function. **E**
4. Provides administrative support to the Chief/Assistant Superintendent and/or Directors of Human Resources. **E**
5. Coordinates and participates in the hiring process including attendance and job fairs.
6. Maintains training records and plans additional training for Human Resources staff.
7. Assists with research, development, and updating job descriptions.
8. Understands contract language for all bargaining units and is responsible for assisting HR staff in understanding contract language.
9. Performs information gathering and data analysis upon request.
10. Coordinates reclassification processes for all classified units.
11. Supervises assigned staff.
12. Provides feedback to sites/departments and provides feedback in a timely manner.
13. Understands all processes within the Human Resources department and is able to modify processes to gain efficiencies.

14. Monitors the integrity of staff in regards to work time, schedules and absent reporting. **E**
15. Completes invoices, purchase orders, reimbursements, conference paperwork and other necessary work.
16. Organizes and maintains all negotiation documents; assists in meeting "sunshining" requirements.
17. May serve as a member of the district's negotiating team, attends negotiation sessions, and take verbatim notes of negotiating and grievance meetings.
18. Completes other duties as assigned.

E denotes essential functions

Qualifications

- Knowledge of regulations, laws, procedures, and policies governing public school employment.
- Knowledge of California Education Code in terms of employment.
- Knowledge of general district policies and procedures.
- Knowledge of the concepts and practices of public administration.
- Ability to work independently with minimal supervision and/or direction.
- Skill in interpreting and applying personnel rules, regulations, standards and procedures.
- Skill in training and supervising.
- Skill and ability to adapt to different technological programs and/or devices.
- Ability to speak and write clearly.
- Ability to establish and maintain cooperative working relationships.
- Ability to handle confidential information with discretion.
- Ability to comprise and analyze information/data and make a recommendation for action.

Education/Training/Experience

- Experience in managing and coordinating functions in a Human Resources office.
- Experience working with unions and interpreting contract language
- Supervisory experience.

Mt. Diablo Unified School District
Management DMA Range 4
261 Days
Board Approved: TBA