



## Human Resources Coordinator

Confidential/Supervisory Range: I0

Board Approved: 01/12/23

P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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This is a confidential position of the direction of the appropriate administrator. This position provides administrative and technical assistance in support of day to day operations of the Human Resources department. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides administrative support for the day to day operations of the Human Resources office, including reception, and the receipt and distribution of office mail.
2. Inventories and maintains office supplies; submits help desk requests; ensures office equipment is functioning and arranges for service as needed.
3. Responds to or refers inquiries from staff and the public to the appropriate person; processes address and name changes; coordinates with payroll to process verifications of employment.
4. Receives, processes, and prepares board items for all hourly employment authorizations.
5. Provides assistance with candidate intake during interviews.
6. Assists in the preparation of job posting announcements and advertisements for hourly position vacancies.
7. Assists in coordinating and administering the District's pre-employment and bilingual/bi-literate assessments.
8. Assists in new hire orientations and onboarding programs and activities.
9. Participates in employment job fairs and career development activities as needed.
10. Maintains a variety of files, records and lists related to District personnel and job applicants; processes a variety of forms regarding employee status; prepares correspondence involving personnel transactions; assures confidentiality of information as appropriate.
11. Responsible for record management and maintenance of file room and storage files.
12. Assists in research as requested; prepares, processes and records technical data, reports, contracts, surveys, records, and other documents related to human resources; composes correspondence independently or as requested.
13. Assures compliance with a variety of District policies and procedures.
14. Performs data entry to the District's Human Resource Information System (HRIS) and other systems as required.
15. Attends and participates in department meetings; stays abreast of new trends and innovations in the field of human resources administration.
16. Assist in the development, testing, and modification of various systems and programs used by the department.



## Human Resources Coordinator

Confidential/Supervisory Range: I 0

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P. 2|3

17. Assists in updating forms and maintaining the department website.

18. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- District organization, operations, polices, procedures, and objectives.
- Principles and practices of public human resources administration.
- Operational characteristics, services, and activities of the human resources functions, programs, and operations.
- Methods, practices, terminology, and procedures used in personnel and benefits administration, recruitment and placement of academic, classified, hourly and administrative employees.
- District human resources policies and procedures; applicable sections of the Education Code and other human resources laws, rules and regulations.
- Principles and procedures of record keeping.
- Principles and practices of quality customer service.
- Interpersonal skills using tact, patience and courtesy.
- Office procedures, methods, and equipment including computers and applicable software applications.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

#### **Ability of:**

- Perform a variety of administrative support duties related to the personnel functions.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records management for the District.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain the confidentiality of personal, sensitive, and collective bargaining information.
- Provide appropriate information and prepare clear and concise reports and memoranda.
- Operate a variety of office equipment and a computer using word processing, applicant tracking and spreadsheet software applications.
- Prioritize, plan and organize work in order to meet schedules and timelines.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



## Human Resources Coordinator

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P. 3|3

### Education and Experience Guidelines

#### Education/Training:

- An Associate's degree or the completion of at least sixty (60) college level units with major coursework in human resources, public administration, or business administration from an accredited college or university.

#### Required Experience:

- One (1) year of human resources experience or three (3) years of highly responsible administrative support experience involving a high level of public contact.

#### Equivalency Provision:

- In the absence of an Associate's degree or the completion of at least sixty (60) college level units with major coursework in human resources, public administration, or business administration from an accredited college or university, the equivalent of the completion of high school and three (3) years of human resources experience or five (5) years of highly responsible administrative support experience involving a high level of public contact is qualifying.

#### Preferred Experience:

- Experience in a public higher education or community college environment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.