



## PERSONNEL COMMISSION

**Class Code: 0089**  
**Salary Range: 51 (M2)**

### **ADMINISTRATIVE COORDINATOR - HUMAN RESOURCE SERVICES**

#### **JOB SUMMARY**

Under administrative direction, to plan, coordinate, and manage the daily operation of the Human Resource Services; to assist in the conduct of personnel related administrative matters; and to do related work as required.

#### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as preparation of Board Agenda materials; receiving and processing applications; reviewing transcripts and credentials; interviewing, scheduling, and making appointments; employment processing of certificated employees; posting of personnel information; the recruiting, selecting, and employment processing of teacher aides; coding of documents; maintaining records and files; and providing assistance or information to employees or prospective employees. **E**
- Review all less than satisfactory ratings of classified employees and carry out follow through with supervisors regarding the principles and application of progressive discipline. **E**
- Schedule and conduct employee requested reviews of classified personnel files. **E**
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of certificated and classified employees, management, and the public. **E**
- Participate in the development, design, or revision of Human Resource Services forms and personnel/payroll or related automated information systems. **E**
- Plan and conduct administrative studies relative to present and future personnel needs of the district and conduct other studies as directed. **E**
- Develop and prepare procedures and manuals for Human Resource Services and assist in formulating and preparing personnel related materials for classified and certificated employees.
- Provide technical personnel expertise to district and site administrators, managers, and supervisors regarding personnel matters. **E**

- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost effective delivery of personnel services. *E*
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. *E*
- Prepare complex written communications and reports. *E*
- Participate in the preparation, administration, and monitoring of the Human Resource Services budget. *E*
- Serve as a representative of the Resource Services on committees and at meetings as directed. *E*
- Review staff work for compliance with prescribed rules, regulations, policies, and procedures. *E*
- Evaluate performance of assigned clerical staff and prepare required periodic evaluation reports. *E*
- Assist in routine administrative functions of the Human Resource Services as directed. *E*
- May adjust employee grievances of assigned clerical staff.

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

This position has the responsibility to manage the daily activities of the clerical and technical staff assigned the Human Resource Services in order to insure the efficient, cost effective delivery of personnel support services. An incumbent will serve as an administrative liaison between the Assistant Superintendent, Human Resource Services, site administrators, and other district management.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of public personnel administration, management, and organizational relationships.

The methods, practices, and terminology used in manual, semi-automated and automated personnel record keeping and retrieval systems.

The California Education Code and rules and regulations relating to school personnel activities.

Office layout, work simplification, and research techniques.

Budgetary procedures and methods.

Supervisory practices and techniques.

**Ability to:**

Organize, plan, and direct the diverse functions of a large clerical staff performing varied personnel functions.

Make decisions in accordance with laws, regulations, contracts, and established administrative procedures.

Understand, interpret, and implement policies, rules, regulations, and procedures.

Plan and conduct studies, analyze data, and arrive at sound conclusions.

Communicate effectively in writing with school administrators, other management staff, employees and the public.

Write reports; compile, organize, and present data in various formats.

**Education and Training:**

Graduation from a recognized four-year college or university with a degree in public or personnel administration, education, business administration, or a related field.

**Experience:**

Three years of increasingly responsible personnel experience, one year which must have been at the supervisory or management level.

California school district experience is desirable.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**SPECIAL REQUIREMENTS**

This is a management position designated in accordance with Personnel Commission Rules.

**WORKING CONDITIONS**

Office environment.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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