

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Human Resource Services Coordinator	REPORTS TO:	Assigned Supervisor Human Resources
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	062 OTBS
ISSUED:	September 9, 2008		

BASIC FUNCTION:

Plan, organize, and coordinate the operation of a variety of human resource services and functions including automated systems, information services, recruitment, classified and certificated staffing, and/or other human resources areas as assigned; perform difficult and complex technical assignments and provide technical assistance in the operation, maintenance and training related to Human Resource Services functions.

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.)

E = Essential Functions

Coordinate and administer the operation of automated systems, information services, recruitment, classified and certificated staffing, and/or other human resources areas. **E**

Develop and establish the criteria for automated systems, reporting, and evaluation of departmental operations and information flow. **E**

Maintain and configure human resource systems; define parameters for human resource system operations. **E**

Provide technical training and solutions to staff and resolve reported issues; assist in developing district programs and systems; interpret legislation, and ensure compliance in a variety of areas related to human resources. **E**

Review, analyze and interpret proposed and existing legislation related to certificated and/or classified employment and act as district resource; assist district and outside agencies in fulfilling mandated requirements. **E**

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

Coordinate special projects and organize the work flow of the information services area within the division; develop programs and processes for improving efficiency of operations. **E**

Represent the department regarding system issues and act as liaison with other district departments and committees; maintain effective internal and external business relationships. **E**

Coordinate communication and distribution of departmental information to and from school site and central offices. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with a major in business administration, public administration, education or other appropriate field and four years of recent, progressively responsible, directly related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Pertinent state and county education codes and laws and regulations of the assigned subject areas.
Modern office practices and procedures.
Database reporting and data analysis concepts.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Design and maintain computerized record keeping systems that interface with human resource management information systems technologies.
Analyze complex administrative functions and information requirements.
Interpret and apply segments of education and administrative codes and collective bargaining agreements.
Exercise sound judgment and decision making abilities.
Operate standard office equipment including microcomputers and related software applications.
Direct the work of others.
Establish and maintain effective working relationships with all levels of district staff.
Communicate effectively orally and in writing.
Organize data.
Plan and organize work.
Meet schedules and timelines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 7053

PH