JOB DESCRIPTION

San Leandro Unified School District

Personnel Services Coordinator

Purpose Statement

Under the direction of the Senior Director – Personnel Services, coordinates, manages and performs a variety of complex, confidential, and professional personnel services functions in the recruitment, selection, assignment and compensation of regular and temporary employees; selects, trains, supervises and evaluates assigned personnel; assures compliance with laws, rules, regulations, Personnel Services policies, and collective bargaining unit contracts; acts in the absence of the Senior Director – Personnel Services as assigned; and performs other related duties as required.

This job reports to the Senior Director of Personnel Services.

Essential Functions

- Coordinate, manage and perform a variety of complex, confidential, and professional human resources functions in the recruitment, selection, assignment and compensation of regular and temporary employees

- Select, train, supervise, evaluate, and provide work direction and guidance to assigned personnel; assure employee understanding of departmental policies, guidelines and procedures; assign employee duties and review work for accuracy and completeness

- Maintain current knowledge of and assure compliance with laws, rules, regulations, Personnel Services policies, and collective bargaining unit contracts; assist in the development of sound personnel processes and procedures in response to personnel programs, laws, regulations, county, and state requirements

- Perform specialized personnel related studies and prepare reports including the Personnel Report for Board of Education meetings; create and submit various agenda items; draft and submit resolutions for Board approval and prepare attachments as needed

- Assist in the development and coordination of professional development and training programs; provide guidance to managers, supervisors, employees and candidates regarding, personnel procedures, employee agreements and related personnel matters

- Respond to various requests for information from bargaining units, staff, and the public; provide technical information regarding personnel policies, procedures, laws, codes, rules, regulations and the administration of certificated and classified personnel services programs

- Coordinate and conduct the complete recruitment processes including advertising, interviewing, and selecting; prepare job announcements and place advertisements in various media; forward announcements and related correspondence to other departments, agencies and identified members of the public

- Oversee and participate in the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate

- Schedule interviews and arrange interview locations; select panelists and explain candidate requirements, rating sheets and interview questions to panelists; participate in interview panels to determine eligibility of candidates as assigned; analyze and accept or reject job applicants according to established requirements

- Prepare certificated and classified employee temporary/probationary contracts, history cards, files, and assure new hire documentation is submitted in a timely manner; monitor and process status changes from probationary levels through regular employee status; process independent contracts

- Confer with applicants concerning job vacancies, qualification requirements, credentials and related information; verify employment to outside organizations as requested; notify employees of TB expiration dates and results

- Conduct audit of salary placement for certificated staff; prepare personnel and position actions for teachers receiving salary increases due to educational unit accumulation; issue longevity increments and degree stipends for administrators as appropriate

- Advise, collaborate, and work with site administrators regarding staffing allocations and audits; collaborate with and act as liaison to Business Services department in ensuring employment and assignment updates and position control for certificated personnel

- Perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with credential requirements; assure credentialing activities comply with established guidelines, policies, regulations and procedures; monitor revoked credential list provided by the Commission on Teacher Credentialing (CTC) and assure District employees are not on the list; verify new and current employee credentials on the CTC website

- Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, compensation and assigned personnel functions; input employee data in assigned human resources software program; process and analyze a variety of forms and applications; prepare postings, spreadsheets, notices and letters as assigned; maintain eligibility and seniority lists

- Prepare and assist administrators in preparing personnel and position action forms for employment, leave of absences, retirements, terminations, and changes in classifications or salary, leaves, layoffs, re-employment and other personnel actions as assigned

- Compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, legal documents, Board agendas and resolutions, handbooks and other materials; receive and respond to e-mails

- Research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; determine salary placement

- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software

- Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns

- Maintain confidentiality regarding issues related to negotiations and collective bargaining matters; serve on the District negotiation team when negotiating with the teacher's union

- Attend and participate in a variety of meetings and in-services as assigned

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; training, developing and supervising staff; monitoring and developing budgets; counseling and mentoring employees; and facilitating meetings.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software including relational databases; pedagogy and instruction; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; collective bargaining theory; and human resources processes and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups;

work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving frequently requires independent interpretation of guidelines; and problem solving is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; managing multiple projects; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor's degree in job-related area

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Exempt	Pending Board Approval: 8/06/19	Class. Coordinator 40