

UNION SCHOOL DISTRICT

CLASS TITLE: CONFIDENTIAL PERSONNEL COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources, the Confidential Personnel Coordinator performs responsible technical and clerical duties in support of the District's certificated personnel programs and activities: performs a wide variety of complex and technical personnel functions; prepares, maintains, processes and verifies various personnel data, forms, records and reports; provides customer service to employees and the public with responsibility and confidentiality. This position requires the person to be directly involved in collective bargaining data and is thereby designated as a confidential position under collective bargaining law.

ESSENTIAL DUTIES:

Perform responsible technical and clerical duties in support of the District's certificated personnel programs and activities; assist other administrative staff in conducting the comprehensive personnel programs as requested.

Analyze and maintain complex certificated personnel records involving credentials, transcripts, medical records, personnel records and other confidential information.

Maintain the department's budget; reconcile and process all invoices through QCC using correct account structures for payment.

Determine appropriate employee salary schedule placement consistent with Board Policy and Collective Bargaining Agreements under the direction of the Assistant Superintendent of Human Resources.

Analyze, administer and maintain collective bargaining agreements under the direction of the Assistant Superintendent of Human Resources. Communicate with comparison school districts with regard to contract settlement, salary increases, job descriptions, and work year and fringe benefit information pertaining to collective bargaining and negotiations.

Assist in recruitment efforts for certificated personnel: initiate job postings using online recruitment sites such as EDJOIN.org; prepare, organize and maintain an applicant tracking system; assist in screening applications; initiate, organize and maintain employment application files; schedule interviews with applicants for certificated vacancies; perform reference checks; follow-up with applicants on the outcome of selection process.

Assist with communication with the Department of Justice and the county office of education for purposes of fingerprinting and background checks on new certificated employees.

Perform various duties related to the Student Teacher Program: receive and verify Student Teacher lists within the district from local Universities; communicate with University personnel to answer questions and to resolve issues and concerns.

Update and maintain: CBEDS files and other state level reports; assist administrators and other office support personnel to verify accuracy of reports and correct employee files and records as necessary. Respond to requests for information, audits and other reports.

Prepare documents and reports for monthly Board Meeting, including personnel report, Williams Quarterly report and other items as they pertain to the department.

Coordinate such activities as new teachers' orientation, employee recognition events, and other events as assigned.

Provide evaluation timelines and information to site principals and department supervisors as requested and track annual evaluations using data systems.

Compile and maintain staffing information including position control. Maintain and update seniority lists in accordance with collective bargaining agreements and Ed Code.

Assist in recommendation process to CTC for teachers who have completed Teacher Induction Program requirements.

Keep up-to-date lists of leaves of absence, resignations, terminations, new hires, and tenured/probationary/ temporary status. Assist in monitoring FTE allocations/staffing at school sites. Monitor all transfer requests and compile a list of site vacancies.

Process and track all FMLA/CFRA leaves; and coordinate changes with the district payroll department.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in human resources administration;
Recruitment activities for District certificated employees;
District, State and federal laws, codes, regulations, policies, and procedures concerning human resources administration including California Commission on Teacher Credentialing rules and regulations, and Federal and State Labor Laws, especially FMLA and CFRA;
Interpersonal skills using tact, patience and courtesy;
Record-keeping techniques;
Modern office practices, procedures, and equipment, including district software;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Telephone techniques and etiquette;
District's organization, philosophy, goals and objectives;
District's collective bargaining agreements;
Record-keeping and record-checking techniques using available technology;
Principles of staff and public relations;
Operation of computer and data entry techniques and software programs.

ABILITY TO:

Initiate and check records with speed and the highest level of accuracy;
Read, interpret and apply technical, legal, collective bargaining, and policy materials to specific situations;
Effectively meet administrative and professional personnel and the public in situations requiring tact, poise and good judgment;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Complete work with many interruptions;
Perform a variety of technical and clerical duties related to District activities and programs for certificated personnel;
Develop and maintain confidential personnel records;
Provide accurate information and assistance to employees, applicants, supervisors, and administrators;
Update and maintain a variety of files and records;
Utilize modern technology, including online collaborative tools, data systems and online portals;
Type accurately at an acceptable rate of speed;
Plan and organize work;
Meet schedules and timelines;
Work independently with a minimum of direction.

EDUCATION AND EXPERIENCE:

Graduation from high school; Three (3) years of responsible office or HR experience involving record-keeping, computer data entry, word processing, and public contact duties preferred. Associate Arts degree or equivalent preferred.

Preference will be given to candidates with previous work in a high-level administrative assistant position in a school district office

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines;
Ability to conduct a verbal conversation in English and possibly a designated second language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate computer keyboard and other office machines at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

LICENSE AND/OR CERTIFICATES:

A valid California Driver's License and evidence of appropriate insurance may be required.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.