

STOCKTON UNIFIED SCHOOL DISTRICT

**COORDINATOR HUMAN RESOURCES OPERATIONS**

DEFINITION

The Coordinator Human Resources Operations plans, coordinates, and executes various functions within the Human Resources Operations Department. Organize and supervise the functions and responsibilities assigned, to include the training and supervision of assigned staff, while ensuring compliant, timely, and accurate reporting. Develop, coordinate and administer various personnel operation functions including maintenance of effective communications systems, data processing systems supervision of the processing of employee records, payroll, and other related transactions; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Assistant Superintendent of Human Resources and or Human Resources Operations Manager or Designee. Exercise direction and supervision over assigned operations staff.

**REPRESENTATIVE DUTIES**– *(Incumbents may perform any combination of the essential functions shown below ((E)). 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.)*

Assist the Human Resources Operations Manager with providing guidance and supervision over assigned operations staff and evaluate performance on day-to-day work assignments and job responsibilities.

Manage the efficient use of departmental resources monitoring staffing; conduct on-going needs assessments; develop and implement new procedures, computer software programs and other improvements to enhance the efficiency and capabilities of the department. (E)

Assure compliance with laws, codes, regulations, standards related to employee attendance, and benefit processing; interpret and develop new procedures as needed to comply with the California Education Code, multiple bargaining unit agreements, District policies, Public Employees Retirement System (PERS), State Teachers Retirement System (STRS), and federal and State regulations. (E)

Coordinate and schedule periodic meetings with applicable departments such as HR, Payroll, Accounting, Business and Bargaining Unit Leadership to ensure ongoing discussions related to operations. (E).

Assist and develop personnel operations procedures and provide training to include recruitment, and professional development in coordination with the Human Resources Operations Manager. (E).

Facilitate and provide accurate analysis and data for District reports to include analysis for negotiations, retirement reporting, unemployment hearings, employee leaves, and employee status. (E).

Receive and process subpoenas for employee records and provide backup assistance as the custodian of records.

Supervise the maintenance, accuracy and integrity of all employee records.

Perform other related duties assigned.

**QUALIFICATIONS**

Knowledge of:

- Data processing and word processing
- Principles and practices of supervision
- General office practices and procedures

- English usage, grammar, punctuation and composition
- Automated personnel-payroll computer system
- STRS/PERS rules and regulations

Ability to:

- Organize, prioritize and plan
- Effectively operate a personal computer for the purpose of database management, data retrieval, and word processing
- Effectively communicate orally and in writing
- Demonstrate positive personnel interaction and people skills

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and Five (5) years progressively responsible personnel/payroll experience in a large organization; One (1) year of supervisory experience, or completion of an accredited course in supervision

Licenses and Certificates:

- Possession of valid California driver license

**WORKING CONDITIONS:**

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

SALARY PLACEMENT

Management Team Salary Schedule

Tier 5, Range 01

12-month work year

Board Approval: 04/23/19