

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE:** Human Resources Coordinator

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

Under the direction of the Superintendent or Designee, is responsible for facilitating all personnel functions including: salary and benefit administration; recruitment, selection, assignment and evaluation of staff; position control; annual and periodic review of certificated credentials; contract negotiations; and other areas of personnel management. It is of great importance that this position works together with Fiscal Services, Operations, Curriculum, and Education Services departments to ensure the quality staffing and learning environment requirements our students and staff deserve.

### **DUTIES AND RESPONSIBILITIES (may include but is not limited to):**

1. Assist in the recruitment of candidates for employment including creating forms, compiling packets, distributing job announcements, maintaining files, scheduling interviews and interview panels, proctoring exams, notifying candidates and processing employment documents.
2. Evaluate transcripts, experience, and training of candidates for employment.
3. Assist candidates with the pre-employment process, including verification of required credentials, licenses, certificates, TB tests and fingerprints.
4. Ensure that appropriate documents regarding all employment matters are complete and filed in a timely manner.
5. Maintain testing files and employment eligibility lists.
6. Calculate salaries and determine work profiles.
7. Notify employees of continuing employment requirements such as credential or license renewal and necessary medical exams.
8. Read, interpret, research, explain, apply and communicate State laws and California Commission on Teaching Credentialing (CCTC) rules, regulations, policies and procedures and assist certificated personnel in reviewing and forwarding teaching credential applications.
9. Notify certificated employees regarding credential expirations and requirements to renew credentials.

10. Consistent with the requirements of California law, review, monitor, and evaluate the teaching assignments of certificated staff, comparing actual subject assignments against valid credentials, ensuring that teachers are working within their legal authorization.
11. Prepare and submit credential monitoring reports to the Sacramento County Office of Education or CCTC, as necessary.
12. Process transfers, leaves, resignations, and retirements.
13. Maintain the position portion of the District Position Control System.
14. Support administration in employee contract negotiations
15. Support administration with classified employment law issues and research information as well as assist in developing recommendations regarding employee labor relations matters such as employment discrimination, harassment, ADA compliance, worker's compensation claims and contract grievances.
16. Maintains an employee evaluation calendar to assist administrative staff with timelines.
17. Maintains all District personnel files and ensures legality and security of information contained in personnel files.
18. Perform other related duties as assigned.

**Qualifications:**

Education, Training, and Experience:

Any combination equivalent to: bachelor's degree in human resources, public administration or related field; five years increasingly responsible human resources experience including work in school business, labor relations and negotiations.

Board approved: 10/25/2017

