

## **RIO HONDO COMMUNITY COLLEGE DISTRICT**

### **HUMAN RESOURCES COORDINATOR (CONFIDENTIAL)**

#### **DEFINITION**

Under direction, to supervise, plan, and coordinate the activities and operations of Human Resources programs, including recruitment, selection, employment, and fringe benefits; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex staff assistance to the Director of Human Resources.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and administrative support staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinate the daily organization, staffing, and operational functions and activities for Human Resources programs, including recruitment, selection, employment, and fringe benefits.

Participate in the development and implementation of goals, objectives, policies, and priorities for Human Resources programs; identify resource needs; recommend and implement policies and procedures.

Select, train, counsel, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Supervise, coordinate, and review the work plan for Human Resources programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving Human Resources service delivery methods and procedures; review with appropriate management staff; implement improvements.

Confer with, advise, and counsel College Administrators, faculty, and classified staff regarding various problems, issues, and concerns; assist in determining alternative problem solutions.

Assist in the planning, development, and maintenance of policies, regulations, and employee guidelines.

Prepare State and Federal mandated reports.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinate the District's recruitment process; plan, develop, coordinate, and implement effective recruitment strategies; coordinate with Administrators to create supplemental questionnaires.

Coordinate the District's selection process; review and certify applications for minimum qualifications; review screening methods; review committee's screening to ensure compliance with proper procedures; certify employee pools for interview; review and approve interview questions; review interview notes after completion of interviews to ensure compliance with proper procedures; serve as EEO monitor on interview committees.

Coordinate the faculty hiring process; evaluate transcripts and files to determine initial salary placement for new full time and part time faculty.

Prepare MIS staff data report for the Chancellor's Office; prepare 75/25 full time/part time ratio report for Chancellor's office; prepare HIGIS report.

Maintain District academic seniority list; maintain District faculty service area report; maintain the District academic budget allocations.

Participate in the new employee orientation program.

Coordinate Human Resources services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Director of Human Resources; prepare and present staff reports and other necessary correspondence.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult inquiries and complaints.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of selection and recruitment.

Pertinent Federal, State, and local laws, codes, and regulations including California Education Code and fair employment methods, policies, and procedures.

Basic statistical procedures and mathematical concepts.

Principles of supervision, training, and performance evaluation.

Modern office practices, methods, and computer equipment.

Principles and procedures of business letter writing, record keeping, and reporting.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Supervise and coordinate the work of technical and administrative support personnel.

Select, supervise, train, counsel, motivate, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Human Resources goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Human Resources programs and functions.

Perform a variety of technical human resources work.

Respond to requests and inquiries for information regarding Human Resources policies and procedures.

Collect, compile and analyze information and data.

Maintain sensitive and confidential labor relations information.

Prepare and maintain accurate and complete Human Resources and State records.

Prepare clear and concise Human Resources and State reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of responsible technical human resources experience.

**Training:**

Equivalent to an Associate's degree. A Bachelor's degree is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

**Effective Date:** May 11, 2005