

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Human Resources	REPORTS TO:	Assistant Superintendent, Human Resources
DEPARTMENT:	Human Resources	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	July 31, 2012	SALARY:	Management Salary Schedule Range G

SUMMARY:

Under the supervision of the Assistant Superintendent, Human Resources this position serves as Coordinator for Human Resources. Has primary responsibility for identifying, evaluating, developing, implementing and maintaining systems and procedures which support the Human Resources Department; administering health and welfare benefits, and workers' compensation claims for employees within the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

E = Essential Functions

Collaborates with district staff and vendors for the purpose of developing, implementing and maintaining human resource information systems, services and/or programs, including but not limited to HR/Payroll system, leave tracking and position control. **E**

Communicates with district personnel and external organizations regarding new practices, methods, solutions and reports. **E**

Develops and maintains human resource processes for the purpose of ensuring efficiency and accuracy. **E**

Serves as a resource to district personnel for the purpose of providing information and guidance for internal and external reporting and for utilizing tools to manage data. **E**

Plans, organizes, directs and administers the health and welfare benefit program for active and retired employees. **E**

Responds to plan inquiries from employees, family members, and public regarding District benefit programs. **E**

Plans, organizes, directs and administers the District Worker's Compensation program. **E**

Interprets and explains benefits and workers' compensation policies and procedures requiring detailed knowledge of benefit plans, collective bargaining agreements and legal regulations, maintaining confidentiality and using sensitivity to needs of the employee. **E**

Acts as liaison between District departments and benefit providers, and District Benefits Consultant or Broker concerning billing reconciliation, rate setting, actuarial information, eligibility criteria, etc. **E**

Researches information and prepares required County, State and Federal reports covering Medicare, workers' compensation, health and welfare benefits, Section 125, COBRA and other reports as required. **E**

Assists in the selection of assigned human resources staff. Supervises, directs and evaluates assigned employee performance. **E**

Administers District obligations related to benefit extensions under the COBRA regulations, including monitoring required premium payments from participants. **E**

Monitors payment/co-payment of benefit premiums by retirees, COBRA participants and employees on leave of absence and prepares necessary notifications of delinquency to protect the District from overpayment liability with providers. **E**

Serves as a member of the District Safety Committee. **E**

Exercises independent judgment and personal initiative in administering assigned responsibilities and in coordination of related work between District departments, within the scope of delegated authority. **E**

Originates complex written communications with benefit providers, medical personnel, and employees related to benefit and workers' compensation issues. **E**

Conducts essential research related to benefit problems resolution, benefits study issues, workers' compensation claims histories, as required or as directed by supervisor. **E**

Serves as a participating member and maintains records of the District Benefits Study Committee, providing information as requested. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: Bachelor's Degree and/or progressive professional level personnel management experience and training in areas including: human resource/payroll information systems; benefit administration; contract and labor law; Worker's Compensation reporting, and/or employer/employee relations in a public agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient with Microsoft and Apple OS computer systems, MS Office-type applications including word processing and spreadsheets, enterprise email applications, enterprise database applications, electronic file management, and enterprise fiscal/human resources management systems. Proficient with general office tools, including telephone, voice mail, fax, copier, scanner and calculator.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of this position.

KNOWLEDGE OF:

Relevant State and Federal laws, codes, regulations and policies.
Principles, practices, and methods of public personnel administration.
Business process analysis; database structures, concepts, systems development, system implementation procedures
Large integrated software systems
Employee/Employer relations and contract administration.
Effective supervision, evaluation, progressive discipline and due process requirements in civil service systems.
Advanced oral and written communication skills.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
Maintain open, honest communication in dealing with a variety of difficult personnel situations.
Plan, direct, supervise, and participate in the administration of a complex personnel system.
Communicate effectively with employees and administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information.
Review/analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
Prepare and present clear, concise, comprehensive narrative and statistical reports.
Assess the need for process or policy changes and develop appropriate new and revised rules and regulations.
Meet schedules and timelines.
Work independently with general direction.
Plan and organize work.
Select, supervise, direct and evaluate the performance of assigned human resources staff.

LANGUAGE SKILLS:

Ability to read, write, hear, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Generally works in a moderately quiet office environment with constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and interpret documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools, computers and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; lifting objects.

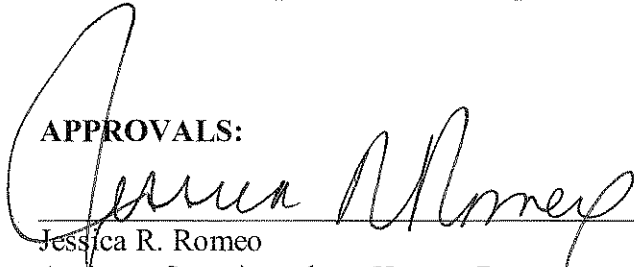
HAZARDS:

None

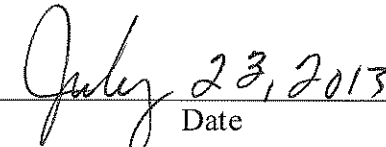
OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

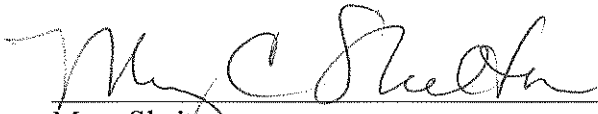
APPROVALS:



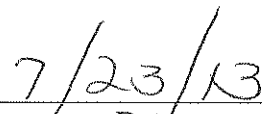
Jessica R. Romeo
Assistant Superintendent, Human Resources



Date



Mary Shelton
Superintendent



Date