

Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes.

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, the Human Resources Coordinator will perform a variety of duties related to certificated and classified staff; coordinate the new hire process; provide assistance to prospective and current classified and/or certificated personnel; coordinate the recruitment, screening and processing of new personnel; and prepare and maintain a variety of personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates Human Resources job duties, schedules, runs reports, attendance accounting, and job descriptions, for both certificated and classified staff.

Performs a variety of duties related to certificated and classified staff; plans, coordinates and organizes office activities and coordinate flow of communications; assures smooth and efficient office operations.

Manages the online evaluations system for certificated and classified staff, and certificated and classified managers. Coordinates training for all staff, troubleshoots, and manages evaluations for all staff.

Posts and monitors vacancies on the application system(s) and other online websites.

Assists with Salary Placement, Salary Changes and credentialing for new and existing certificated employees.

Runs reports for CCUSD, Los Angeles County Office of Education (LACOE), California Commission on Teacher Credentialing (CTC), California Department of Education (CDE) and other agencies.

Manages the online application system; assists applicants with inquiries regarding application process; prepares and distributes related correspondence including regret letters.

Coordinates written skills and computer testing for all classified vacancies including in-person and remote; administers and collects all applicant testing results for interview selection.

Coordinates the district interview process; schedules applicants and panel members; prepares interview materials. Oversees the online interview system and troubleshoots in real time.

Submits Personnel Requisitions for vacancies, extra assignments, etc.

Inputs employee information into an assigned computer system; generates a variety of computerized reports as requested. Composes independently and develops oral or written instructions, a variety of materials including interoffice communications, applications, lists, requisitions, forms, letters, memoranda, contracts, special projects, legal documents and other materials; duplicates materials as needed.

Prepares probationary and annual evaluations; maintains evaluation lists; notifies site administrators/supervisors of personnel needing to be evaluated; receives, processes and files employee evaluations.

Prepares, processes and codes purchase orders and invoices for assigned office or program as directed.

Assists in the creation, implementation, maintenance, and training of updated programs and processes to include human resources management systems, digital systems for conducting the hiring, processing, and personnel file maintenance for all employees, and other technology-based support modules.

Communicates with applicants, District personnel and outside agencies to exchange information and resolves issues or concerns.

Prepares and maintains a variety of data, records and reports related to office programs, personnel and assigned duties; assures accuracy and completeness of data, records and reports; establishes and maintains filing systems.

Monitors inventory levels of office supplies and materials; order office supplies and materials as appropriate. Receives, sorts, reviews and distributes incoming mail.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human Resource applications such as HRS, LLL, PowerSchool, etc.

Personnel office functions, practices, policies and procedures.

Recruitment and staffing procedures.

Practices and procedures related to classified and/or certificated personnel.

Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic math.

ABILITY TO:

Perform a variety of responsible clerical duties related to certificated and classified staff.
Answer telephones and greet visitors in a professional and courteous manner.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software. Maintain records and prepare reports.
Type or input data at an acceptable rate of speed.
Add, subtract, multiply and divide quickly and accurately.
Complete work with many interruptions.
Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Four years of increasingly responsible clerical or human resources experience involving frequent public contact; college-level course work in business, human resources or a related field preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment. Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.