

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT</b>			
<b>JOB DESCRIPTION</b>			

Job Title:	Human Resources Coordinator	Range: 37C	Confidential Schedule
Date Revised:		Date Approved:	November 10, 2015

**PRIMARY PURPOSE**

This position is responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District's human resources operations including, but not limited to, labor relations, collective bargaining, recruiting, and Affordable Care Act. The duties of the position require knowledge of District personnel policies and procedures, the ability to exercise independent judgment, discretion in handling confidential information and materials, and specialized knowledge of the functional area supported.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs a variety of professional, administrative, technical and analytical human resources duties related to the daily operations of the District's Human Resources office; manages daily activities to assure efficient operations.
2.	Assists in the planning and coordination of the District's recruitment and hiring process, including job announcement preparation, advertising, communication with hiring managers and screening committees, and monitoring to ensure compliance with District policies and procedures and applicable Federal and State laws.
3.	Assists in the administration and coordination of human resources information systems and maintenance of human resources databases, including position control, budgeting, state reporting; coordinates with the District payroll office, District Information Services, and District and campus business offices.
4.	Assists with the planning and coordination of operational activities of the Human Resources office; participates in the analysis, revision and writing of Human Resources guidelines and procedures; recommends and implements new procedures related to areas of assigned responsibility.
5.	Prepares employment contracts for personnel as required; assists in the determination and adjustment of salary placement of personnel according to established procedures; reviews and verifies faculty and staff minimum qualifications.
6.	Researches, analyzes and develops positions, proposals and strategies with respect to collective bargaining, disciplinary actions, investigations, and other employee relations matters; prepares confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances; assists administrators, faculty, and staff on personnel procedural matters related to collective bargaining agreements.
7.	Gathers, analyzes, organizes and compiles documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings and mediations.
8.	Manages complex special projects, as assigned, compiles and evaluates statistical and other data to prepare various reports.
9.	Plans, organizes and arranges appropriate training and HR training activities; provides orientation for new employees.

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10.	Interprets, applies and explains District policies, procedures and regulations related to personnel operations; provides information to applicants, employees, and the public regarding Human Resources policies and procedures; answers questions and resolves problems requiring specialized knowledge of assigned area.
11.	Communicates and coordinates with various District and campus offices, payroll, benefits and business offices, and external agencies to ensure accurate and timely processing of a wide range of personnel transactions.
12.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Establishes and maintains a variety of records and files related to personnel; inputs and updates personnel information and data as necessary; reviews documents and data for accuracy and completeness; inputs and retrieves computerized data as required.
14.	Trains and provides work direction and guidance to others as directed.
15.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
17.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Human Resources Coordinator maintains frequent contact with District administrators, faculty and personnel, employment applicants, federal and state agencies governing personnel, and outside legal counsel.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Bachelor's degree from a regionally accredited college/university in business, business administration, human resources, or related field.

Two (2) years of experience in human resources or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of District policies, procedures, rules and regulations related to assigned functional area of responsibility

Knowledge of principles of public sector employer-employee relations and collective bargaining in California

Knowledge of interpersonal skills, telephone techniques and etiquette, public relations techniques

Knowledge of local, state and Federal regulations, including those applicable to human resources, employment and labor relations

Knowledge of advanced word processing, database, spreadsheet, presentation, and data management software, and systems including report generations and query writing

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of modern office practices, procedures and equipment

Knowledge of applicable computer software applications

Ability to perform a variety of professional, technical, confidential, and analytical human resources functions with independent judgment and discretion with minimal supervision

Ability to perform a variety of specialized technical duties concerning the employment of personnel

Ability to process confidential materials and information related to contract negotiations and personnel

Ability to establish and maintain effective working relationships with District personnel, state and federal agencies, and other third parties.

Ability to read, interpret, apply and explain laws, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to operate a variety of office equipment such as calculator, computer, copier, etc.

Ability to make arithmetic calculations quickly and accurately

Ability to plan, organize and prioritize work

Ability to plan, organize, coordinate, manage and expedite projects related to assignment

Ability to assess, analyze, implement and evaluate research project activities

Ability to meet schedules and time lines

Ability to complete work efficiently with many interruptions

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to understand the scope of authority in making independent decisions

Ability to train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

Certification as a State Certified Fingerprint Roller.

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## **WORKING CONDITIONS**

District or campus office environment, subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

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