

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED APRIL 2014
RANGE: SALARY SCHEDULE # 94
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 6, 8**

COORDINATOR I – HUMAN RESOURCES AND SPECIAL SERVICES

DEFINITION

Under the direction of the Chief Human Resources Officer, the Coordinator I – Human Resources and Special Services will assist in the planning, organization and direct operations and activities involved in the orientation (on-boarding), training, and separation of all personnel for the County Office; plan, organize, & direct the CalSTRS Client Outreach and Guidance Services; coordinate communications, support services and information related to Special Services and CalSTRS Retirement Counseling.

EXAMPLES OF DUTIES

Plan, organize and direct operations and activities involved in staff development and training, and the orientation, training, and separation of personnel for the County Office; assist in establishing and maintaining related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.

Assist and conduct individual and group retirement benefits counseling interviews with CalSTRS members according to established policies and procedures. Interpret and accurately explain the California Education Code, policy memos, administrative directives, management memoranda, CalSTRS benefits and a range of CalSTRS programs to a membership of varying degrees of program understanding. Access CalSTRS systems to retrieve, research, and analyze member data to properly prepare for counseling interviews and ensure the accuracy of information provided.

Utilize computer programs to determine retirement benefit calculations based on specific member information such as: estimated retirement dates, option beneficiaries, and unused sick leave balances.

Conduct retirement planning workshops and group sessions for groups ranging from 15 – 100 individuals.

Promote CalSTRS member education opportunities at various outreach events.

Oversee the Williams Settlement Act activities and ensure compliance with inspections and reporting requirements.

Develop and implement a variety of staff development programs and activities to enhance employees understanding of programs, services and related standards, guidelines, requirements, practices, procedures and techniques.

Supervise and evaluate assigned staff.

Assist in providing office training programs in areas related to personnel management; coordinate and conduct training sessions for employees concerning office policies and procedures and other personnel functions; prepare and deliver oral presentations.

Coordinate office events and functions as assigned.

Coordinate, develop and implement a variety of special projects and monitor for quality control.

Provide technical information and assistance to the Chief Human Resources Officer, other administrators regarding personnel needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; provide technical input concerning related administrative actions.

QUALIFICATIONS

Knowledge of:

Current human resource management strategies, office management, Rules of the Personnel Commission, personnel policies and procedures of the Kern County Superintendent of Schools Office, and basic accounting principles;

knowledge of and willingness to stay abreast of current trends, innovations and practices in human resources administration and related administrative areas;

special knowledge in human resources/personnel administration and communications;

possession of a broad range of professional skills, including public speaking.

Ability to:

Be free of prejudice or bias in order to ensure impartiality in the performance of job duties and responsibilities.

Provide effective leadership, supervision, and evaluation of staff.

Plan, organize, administer, review, and evaluate a broad, centralized human resource service program;

exercise sound independent judgment and initiative within established guidelines;

establish an appropriate working relationship with all divisions and departments of the Office, and districts;

work and communicate with people effectively and cooperatively;

provide leadership and represent the office effectively in committees, workshops, and various types of group meetings internally, in the county, or at the state level.

Experience:

A minimum of five (5) years of increasingly responsible management level experience.

Experience in Human Resources is preferred.

Education:

Graduation from a four-year college or university required. Coursework in human resources management, public or business administration is preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

10/23/15

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