

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2021
SALARY SCHEDULE # 94
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8**

COORDINATOR I – HUMAN RESOURCES AND STAFF DEVELOPMENT

DEFINITION

Under the direction of the designated administrator, the Coordinator I – Human Resources and Staff Development will assist in the planning, coordination and direct operations of the various areas within Human Resources; plan, coordinate and conduct activities involved in the training, staff development, and separation of all personnel for the County Office; plan, coordinate, execute & sustain various strategic initiatives.

EXAMPLES OF DUTIES

Plan, coordinate, and direct operations and activities involved in staff development and training, and the 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 with the development and coordination of goals, policies, procedures and work standards for the department.

Assist in the assessment of current and future needs within the Division of Human Resources and Staff Development for the purpose of facilitating the strategic planning process; support the planning, development, and execution of a departmental strategic plan based on the above needs assessment that aligns with the larger organizational goals.

Plan, coordinate, deliver, and support the execution of talent development, training initiatives and professional learning.

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.

Assist in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.

Assist in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.

Coordinate, develop and implement a variety of strategic initiatives and monitor for quality control.

Plan, coordinate, and facilitate exit interview meetings for personnel who are separating from the Office; provide technical information and assistance to the Assistant Superintendent of Human Resources and Staff Development, 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.

Assist management staff in the performance appraisal and progressive discipline process.

Conduct investigations as needed.

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.

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

Legal mandates, policies, regulations and operational procedures and guidelines pertaining to typical personnel management functions and activities of both classified and certificated personnel.

Special knowledge in human resources/personnel administration and communications.

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

Ability to:

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Be free of prejudgment 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 and maintain positive and effective working relationships with diverse populations.

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.

Resolve personnel related issues and concerns with discretion and confidentiality.

Create, deliver and coordinate trainings and staff development offerings.

Experience:

A minimum of five (5) years of highly and increasingly responsible experience in Human Resources, preferably in an educational setting.

Experience developing and delivering staff development trainings.

Experience supervising and/or leading large initiatives.

Management level experience 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.

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5/26/2021

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