

COORDINATOR, PERSONNEL SERVICES

DEFINITION

Under direction of the Assistant Superintendent of Personnel, plans, organizes, directs, manages and evaluates personnel and programs; assists in the planning, organization, and conduct of recruitment, selection, and employment processes; provides direction and coordination in the implementation of district programs, such as NCLB, the Williams Settlement,

- analyzes and implements new California Department of Education (CDE) changes required for certificated personnel services
- recommends goals and objectives for the Personnel Department
- monitors and reviews existing and proposed legislation related to personnel
- advises administrators, school site staff, and District staff regarding various policies and procedures pertaining to Personnel, No Child Left Behind, the Commission on Teacher Credentialing and the Williams Settlement and other assigned areas
- participates in Program Reviews, Coordinated Compliance Reviews and other District Accountability activities
- represents the District at conferences, meetings, and seminars; participates on committees for the purpose of establishing a professional network or providing professional expertise
- other duties as assigned

QUALIFICATIONS

Knowledge of: Principles, practices, methods, trends, strategies and techniques pertaining to personnel management; position control procedures; principles and practices of management, administration, supervision and training; legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management; practices, procedures, and techniques pertaining to automated personnel record management, storage, and retrieval systems.

Ability to: Effectively and efficiently manage, plan, organize and coordinate comprehensive personnel management programs; prepare clear and concise comprehensive personnel reports and statements; perform complex data analysis and research; manage, supervise and train employees in personnel operations; establish and maintain cooperative and effective working relationships with district personnel during the course of assigned duties; communicate effectively in oral and written form.

EXPERIENCE AND EDUCATION

Experience: Fours years of increasingly responsible and technical professional personnel experience, including management, and supervisory experience.

Education: Any combination of professional trainings and/or experiences equivalent to four years in personnel, or a combination of fields directly related to position requirements.