

ADMINISTRATIVE COORDINATOR OF HUMAN RESOURCES

GENERAL DESCRIPTION OF CLASS:

Under the direction of an administrator or manager, performs a variety of complex and confidential administrative activities and responsibilities related to the Office of the Executive Director – Human Resources. The incumbent supports the Executive Director with confidential matters that require a high level of independent judgement, confidentiality, decision-making, and problem-solving skills.

(This is a confidential position as defined in the Government Code, Section 3540.1 “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his/her employer-employee relations.)

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Organizes and coordinates the activities in support of the Executive Director of Human Resources office; independently performs a variety of duties in support of the Executive Director. *
2. Coordinates communications and assists with administrative matters and special events, applies a high level of confidentiality, responsibility, and judgment. *
3. Performs a variety of complex administrative support duties; prepares confidential documents, schedules appointments, greets, screens, and directs visitors; responds to inquiries utilizing knowledge of District administrative policies, procedures, laws and regulations. *
4. Maintains current Human Resources (HR) Department budget information; monitors budget expenditures, assists in budget preparations, prepares reports, and certification forms related to Equal Employment Opportunity (EEO) funds to document expenditures as required; processes and routes budget paperwork for signature approvals. *
5. Independently gathers and compiles difficult and complex information. *
6. Prepares a wide variety of materials such as correspondence, reports, surveys, forms, charts, budget sheets, contracts, and memoranda (independently and/or from oral instructions), including duplication and distribution of materials; assists in the preparation of the HR Department Unit Plan and accreditation reports. *
7. Conducts interviews, hires, schedules, and provides training and direction to student assistants and short-term, temporary staff; participates in hiring personnel and provides input regarding performance evaluations, as requested. *
8. Initiates and answers telephone calls; screens and directs callers to appropriate personnel and/or departments. *
9. Receives, opens, and distributes incoming postal mail and emails; monitors HR Department email inbox; determines priority of issues; responds and/or composes written response to

- incoming emails independently, where appropriate. *
10. Prepares agenda items for Board of Trustees, Equal Employment Opportunity Advisory Committee, and other meetings; confirms participation/activities, attends meetings, and records, transcribes, prepares, and distributes meeting minutes to attendees; maintains records and follows up on action items as appropriate. *
 11. Participates in the District's bargaining unit negotiation processes as the confidential representative, note taker, and keeper of negotiation meeting minutes, tentative agreements (TAs), and final approved collective bargaining agreements (CBAs). *
 12. Handles travel arrangements for Human Resources Department managers and staff; coordinates travel arrangements, hotel accommodations, and conference attendance paperwork; receives, verifies, and submits travel reimbursement documents for processing. *
 13. Utilizes computer software, hardware, and peripherals to perform advanced-level document production including complex formatting of documents, creating charts, establishes and maintains databases, creating, updating, and maintaining various spreadsheets, department correspondence, and reports. *
 14. Maintains and coordinates requests for rooms and facilities on and off campus. *
 15. Establishes and maintains effective working relationships with those contacted in the course of work, including employees of the District, other departments, vendors, contractors, members of the public, and students. *
 16. Organizes and coordinates Human Resources office and District HR functions, activities, and communications to ensure effective and efficient office operations; applies a high level of confidentiality, responsibility, and independent judgment. *
 17. Schedules and confirms appointments and maintains the Executive Director's calendar. *
 18. Orders and disburses forms, supplies, and equipment for departments. *
 19. Creates, maintains, and updates a variety of files, records, and filing systems including those of a confidential nature pertaining to litigation support, employee, and labor relations, and other activities. *
 20. Operates office machines including but not limited to computers, peripheral hardware, photocopiers, calculators, and typewriters. *
 21. Establishes and maintains student employee files and Human Resource Information Systems (HRIS) records; assists with the establishment of policies and procedures for processing student employee paperwork; verifies student eligibility for continued employment; reviews forms for completeness, accuracy, and compliance and forwards to appropriate staff for processing; trains, directs, and oversees work performed by student workers, short-term, temporary, and clerical staff. *
 22. Monitors records retention schedule and ensures proper disposal of records according to District policies. *
 23. Maintains and tracks Tuberculosis (TB) records; notifies employees of required retesting upon expiration. *
 24. Serves as Custodian of Records for fingerprint records; processes criminal background requests in accordance with established standards; facilitates fingerprinting in support of the District's employment/hiring process. *
 25. Receives, reviews, prepares, and transmits monthly new hire reports to Employment Development Department (EDD). *
 26. Assists with coordinating the District's Department of Transportation program including random drug testing requirements and support of audits and review by the California Highway Patrol. *
 27. Tracks and maintains records of employee performance evaluation status in accordance with established procedures; notifies managers of evaluation due dates. *
 28. Interacts with diverse populations and constituencies in a wide range of situations requiring

- judgement, tact, and diplomacy. *
29. Updates department webpage as needed or directed.
 30. May serve on a variety of District committees as requested.
 31. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* with coursework in business administration, human resources, or related discipline; **AND**
- Three (3) years of increasingly responsible administrative and/or human resources experience supporting a Human Resources administrative office or other confidential environment, demonstrating increasing responsibilities and knowledge of the principles and practices of human resources administration.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Bachelor's degree.
- Experience supporting an administrative office within higher education.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District policies, procedures, rules, and regulations related to the area of assignment.
- District policies and procedures related to independent contracts.
- Board of Trustees administrative policies and procedures; learn, apply, and interpret rules, regulations, policies, and procedures.
- California Education Code as it pertains to the assignment; standards and best practices as they relate to safeguarding and exchanging confidential information.
- Negotiations and collective bargaining agreements.
- Software applications and programs related to the scope of the assignment; Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint); mobile devices and applications utilized by the District and/or college.
- Composing, proofreading, and preparing correspondence; letter writing and business correspondence techniques and best practices.
- Proper spoken and written English usage; elements of proper grammar usage, spelling, vocabulary, and basic mathematics.
- Modern office practices and procedures; a variety of computer software applications, hardware, and peripheral equipment.
- Bookkeeping and accounting practices.

Ability to:

- Independently perform the essential responsibilities of the position.
- Communicate with administrators, managers, faculty, staff, students, and the community using patience, courtesy, and tact in a manner that reflects positively on the District and college.
- Understand, interpret, and apply District and departmental policies and procedures.
- Integrate local, state, and federal laws and regulations as they relate to the assignment and/or Department's policies and procedures.
- Read, understand, interpret, and apply rules, regulations, policies, and procedures.
- Analyze and research problems and prepare clear, concise reports, and make appropriate recommendations.
- Maintain a high level of confidentiality where required or appropriate.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Compose correspondence and reports.
- Prepare spreadsheets, graphs, and charts; enter, import, and export data to and from databases.
- Understand and carry out verbal and written instructions.
- Prioritize workload and meet deadlines.
- Develop and maintain effective record keeping and filing systems.
- Make required mathematical calculations accurately.
- Maintain accurate records.
- Remain calm and cooperative in confrontational situations.
- Work independently with an emphasis on detail.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Operate office machines including but not limited to computers, peripherals, photocopiers, calculators, typewriters, and fax machines.
- Independently apply good judgment.
- Perform duties accurately in a timely and efficient manner.
- Work with diverse populations.
- Establish and maintain cooperative working relationships with those contacted during the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction to student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds; must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.



Class Code: O211.100

Salary Range – MSC Range 7-Non-Exempt