

## PERALTA COMMUNITY COLLEGE DISTRICT - 2026

### CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

#### **Human Resources Coordinator (Confidential Salary Range 32) Job Code: 1129**

#### **CLASS PURPOSE**

Under direction, performs a variety of technical, administrative, and coordinative duties in support of an assigned area or areas of District HR program including recruitment and selection, personnel transactions, workers' compensation, leave administration and benefits administration

#### **EXAMPLES OF ESSENTIAL DUTIES:**

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class.

#### **Recruitment and Selection**

- Coordinate recruitment and selection processes, including posting positions, screening applications for minimum qualifications, scheduling interviews, and coordinating selection committee logistics.
- Prepare and maintain recruitment materials, job postings, and applicant communications.
- Assist in ensuring recruitment processes comply with applicable EEO and diversity requirements.
- Prepare offer letters and conduct and/or coordinate relevant background checks.
- Track recruitment activity and maintain accurate records related to hiring processes.
- Provide support to new hire onboarding and orientation processes for employees across employee groups.

#### **Personnel Transactions**

- Process and maintain personnel transactions, including hires, rehires, changes in assignment, salary changes, leaves, separations, and status changes.
- Ensure accuracy and completeness of personnel records and documentation.
- Coordinate with Payroll to ensure personnel actions are processed correctly and timely.
- Maintain confidentiality and compliance in handling employee records.

#### **Benefit Administration**

- Provide administrative support for employee benefits programs, including health, dental, vision, life insurance, retirement, and voluntary benefits.
- Assist employees with benefits enrollment, qualifying life events, and general benefits inquiries.
- Coordinate with third-party administrators and carriers to resolve enrollment and coverage issues.
- Coordinates the wellness program and provides recommendations for activities and events.

- Assist with benefits audits, reconciliation, and reporting, as assigned.

### **Leave Administration**

- Coordinate and administer employee leave programs, including but not limited to FMLA/CFRA, Pregnancy Disability Leave, workers' compensation-related leaves, and District-paid leaves.
- Serve as a primary point of contact for employees, supervisors, and payroll regarding leave eligibility, documentation requirements, and timelines.
- Review medical certifications and supporting documentation for completeness and compliance; coordinate clarification or recertification as needed and prepare required notices and correspondence to employees.
- Coordinate return-to-work processes, including fitness-for-duty documentation and interactive process referrals, as appropriate.
- Assist with leave-related reporting, audits, and process improvements. Coordinate transitional or modified.

### **Workers' Compensation**

- Coordinate and administer the District's workers' compensation program, including claim intake, documentation review, and ongoing claim monitoring.
- Serve as a primary point of contact for employees, supervisors, insurance carriers, and third-party administrators regarding workers' compensation claims.
- Review injury reports and supporting documentation for completeness and timeliness; ensure required notices and forms are provided in compliance with California workers' compensation regulations.
- Track and monitor claims, work status reports, medical restrictions, and return-to-work releases.
- Coordinate transitional or modified duty assignments in collaboration with supervisors, as appropriate.
- Communicate with payroll regarding wage replacement benefits, industrial leave usage, and coordination with other leave programs.
- Maintain accurate records and assist with workers' compensation reporting, audits, and process improvements.
- Identify trends or recurring issues and elevate concerns or recommendations to management.

### **General Human Resources**

- Maintain HR databases and systems, ensuring data accuracy and integrity.
- Assist with preparation of reports, correspondence, and HR documentation.
- Respond to inquiries from employees, applicants, and administrators regarding HR processes, policies, and procedures.
- Perform related duties and responsibilities as assigned.

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

### **Knowledge**

- Human Resources principles, practices, and procedures.
- Recruitment and selection processes in a public-sector environment.
- Onboarding and orientation best practices.
- Basic personnel and benefits administration processes.
- Workers' Compensation and leave administration processes.

**Job Description:** Human Resources Coordinator

- Applicable federal and state employment laws and regulations.
- Recordkeeping and confidentiality requirements.
- Office procedures and computer applications, including HRIS and spreadsheets.

**Ability and Skills**

- Perform technical HR tasks with accuracy and attention to detail.
- Interpret and apply policies, procedures, and guidelines.
- Communicate effectively with diverse populations.
- Maintain confidentiality and exercise sound judgment .
- Organize work, meet deadlines, and manage multiple priorities.
- Provide excellent customer service.
- Use HR systems and office technology effectively.
- Work collaboratively in a public-sector and shared-governance environment.
- Establish and maintain positive and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

- Equivalent to an associate degree in Business Administration, Public Administration, Human Resources, or related field.
- Two (2) years of increasingly responsible clerical, administrative, or technical experience in the field of human resources.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

**DESIRABLE QUALIFICATIONS**

- Experience in a California community college or public education setting.
- Experience supporting recruitment processes.
- Familiarity with HRIS, applicant tracking systems, and benefits platforms.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone.
- Constant work around and with people.

**PHYSICAL REQUIREMENTS**

- Occasional travel between district sites.
- Ability to sit, stand, and use standard office equipment for extended periods.
- Ability to regularly stand, walk, bend, and stoop.
- Ability to lift and carry materials weighing up to 10 and occasionally life up to 25 pounds.

**TOOLS AND EQUIPMENT USED**

- Office environment with extensive computer and telephone use.

Board Approved, March 2026