



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE:	Coordinator II – Compliance Human Resources Business Services	#6074
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SALARY PLACEMENT:	Management Salary Schedule Range 12
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SUMMARY OF POSITION:

Under the general direction of the Chief Human Resources Officer independently perform a variety of technical record keeping duties in the preparation, modification, updating and maintenance of a variety of records and files for County Office students and personnel; provide a variety of student attendance accounting and record-keeping services. Implement and manage CALPADS requirements in accordance with the California Department of Education (CDE). Provide assistance to users in identifying requirements and resolving data related needs and problems. The position is responsible for providing a high level of management and technical expertise in the area of systems operation, maintenance, security, reporting, and data analysis. Coordinate various compliance reports and/or trainings for the County Office of Education. Assist with investigations and perform other related human resources duties as assigned.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts/Science Degree in Computer Management Systems or a related field. A comparable combination of two years of experience, education, and training in information technology or related fields may be considered.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in a school setting. Experience with the financial and student information systems used in California Educational Agencies. Experience with various software products used for analysis, data integration and reporting. Experience in conducting investigations related to personnel, non-discrimination and Title IX matters. Experience in strategic planning; experience working with large relational databases designed for both transaction processing and complex reporting. Experience with Student Information Systems, e.g., CASEMIS, CALPADS, PROMIS, School Pathways, Aeries, EduLink, ESCAPE, Keenan SafeSchools, and related Human Resources Information Systems (HRIS).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- supervise, lead, and evaluate staff
- delegate and hold accountable those responsible for carrying out the policies and procedure
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

- interpret and explain technical concepts to non-technical customers and staff
- manage data for the county office or district-wide student information systems
- develop data tables, administer controlled access to relational databases, and prepare custom reports and analysis of business and instructional data
- oversee and manage budgets
- produce, synthesize, and oversee submission of a variety of reports for Federal and State entities as required

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for programs as well as for various Federal and State entities as required.
12. Oversee and manage budgets.
13. Check and verify student data for accuracy and completion
14. Communicate with Liaisons to obtain and verify SIS and other data.
15. Submit and certify state reports and custom data reports for various departments from the databases.
16. Maintain up to date knowledge of Student Information Systems (SIS) requirements for the purpose of maximizing service.
17. Respond to inquiries from other personnel for the purpose of assisting in assignment of CSIS Identifiers.
18. Assist in coordinating the planning, implementation and maintenance of computerized student information, including State Mandated Tests, in the PROMIS, CALPADS, and other assigned systems at all school sites; and provide related technical assistance to staff.
19. Work with Liaisons to assist in assigned activities related to student enrollment procedures, pre-enrollments, student attendance categories, transcripts and/or program components including but not limited to compliance, critical timelines, student dropouts, and graduation rates as well as employee, student, and family notifications for the purpose of ensuring compliance with legal and/or administrative requirements.
20. Liaison to local educational agencies, such as the California Department of Education, as well as other outside agencies and associations
21. Establish standards for change and requirement management communication and engagement with program stakeholders including public agencies, private entities engaged in education policy and/or service, private commercial vendors and value added partners to K-12 education.
22. Monitor system performance benchmarks.

23. Assist with personnel, non-discrimination, and Title IX investigations.
24. Ensure appropriate processing of data retrieval required for subpoenas.
25. Assist with screening, interviewing and selection of staff as needed.
26. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

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