



**NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**



Job Description

Job Title:	Human Resources Coordinator	Salary Range:	37C
Date Revised:	4/2/2026	Date Approved:	TBD

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

Under the general direction of an administrator or designee, the Human Resources Coordinator performs advanced-level confidential professional, technical, analytical, and program coordination duties in support of Districtwide human resources operations. The HR Coordinator coordinates and administers activities related to recruitment and selection, employee and labor relations, classification and compensation support, human resources information systems, personnel transactions, compliance monitoring, investigations, policy and procedure administration, training, and special projects.

The HR Coordinator serves as a resource to District administrators, employees, applicants, and outside agencies regarding human resources policies, procedures, collective bargaining agreements, and employment-related matters. Exercises independent judgment, discretion, and confidentiality in the administration of complex and sensitive personnel matters.

DISTINGUISHING CHARACTERISTICS

The Human Resources Coordinator is an advanced-level confidential classification responsible for coordinating and supporting a broad range of human resources functions requiring specialized technical knowledge, analytical ability, independent judgment, and discretion.

The HR Coordinator is distinguished from technical and administrative support classifications by its responsibility for employee relations support, labor relations coordination, recruitment administration, classification and compensation support, investigation assistance, HRIS administration, policy interpretation, and compliance monitoring. The HR Coordinator routinely works with highly confidential personnel, labor relations, disciplinary, and organizational information and serves as a technical resource to administrators, employees, and external agencies regarding human resources matters.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.



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Human Resources Operations and Program Administration

1. Coordinates and performs a variety of professional, technical, analytical, and confidential duties supporting Districtwide human resources operations; assists in the administration and continuous improvement of human resources programs, services, policies, and procedures.
2. Assists in the planning, implementation, coordination, and evaluation of Human Resources operational activities, special projects, and strategic initiatives; researches best practices, legislative changes, and emerging trends affecting assigned areas of responsibility.
3. Participates in the development, revision, implementation, and communication of Human Resources policies, procedures, administrative guidelines, and operational practices.

Recruitment, Employment, and Personnel Administration

4. Coordinates and supports recruitment, selection, onboarding, and employment processes; prepares and reviews recruitment materials, job announcements, screening documentation, employment contracts, and personnel records to ensure compliance with applicable laws, regulations, District policies, and collective bargaining agreements.
5. Reviews and verifies minimum qualifications, salary placement recommendations, employment eligibility requirements, and personnel transactions; coordinates personnel actions and maintains accurate employment records.
6. Provides information, guidance, and technical assistance to administrators, employees, applicants, and the public regarding employment practices, Human Resources procedures, and related personnel matters.

Employee and Labor Relations Support

7. Provides confidential support related to employee relations, collective bargaining, grievances, disciplinary matters, investigations, and other personnel issues; conducts research, gathers documentation, and prepares reports, summaries, and supporting materials.
8. Assists administrators, supervisors, faculty, and staff in interpreting Human Resources policies, procedures, and collective bargaining agreements; provides procedural guidance regarding personnel-related matters.
9. Gathers, organizes, analyzes, and maintains documentation and evidence related to investigations, disciplinary actions, grievances, administrative hearings, mediations, and responses to state and federal agencies.

Human Resources Information Systems and Compliance

10. Coordinates and supports the administration of Human Resources information systems, databases, position control systems, reporting processes, and personnel records; ensures accuracy, integrity, confidentiality, and compliance of Human Resources data.
11. Prepares, analyzes, and maintains statistical, personnel, compliance, and operational reports; compiles and evaluates data to support decision-making, reporting requirements, and program assessments.
12. Coordinates with Payroll, Business Services, Information Services, and campus



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departments to ensure accurate and timely processing of personnel transactions and reporting requirements.

Training, Outreach, and Professional Support

13. Coordinate and facilitate employee onboarding, Human Resources training programs, workshops, and informational sessions; assist in the development and delivery of training materials and resources.
14. Serves on committees, attends meetings, participates in professional development activities, and collaborates with District and campus personnel to support organizational goals and initiatives.
15. Trains and provides work direction and guidance to other staff members as directed.
16. May develop and deliver a variety of training opportunities to administrative staff, as needed.

Technology and Process Improvement

17. Uses advanced technology tools for data collection, analysis, and presentation purposes.
18. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

19. Contributes to creating and maintaining an inclusive and equitable environment by implementing DEIA best practices in all aspects of office operations and interactions.
20. Participates in District/College initiatives within the office and across the institution to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

21. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from an accredited institution in Business Administration, Public Administration, or related discipline; **AND**
- Four (4) years of experience of progressively responsible professional human resources experience involving recruitment, employee relations, labor relations support, classification and compensation, HR compliance, investigations, and/or



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HRIS support;

- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. AND
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience in a public sector environment.
- Experience supporting labor relations, collective bargaining, investigations, or classification and compensation activities.
- Experience with HRIS and data reporting.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Comprehensive knowledge and understanding of the operational and strategic responsibilities of a Human Resources office within a California Community College.
- Knowledge and understanding of state and federal regulations affecting higher education, particularly in areas of reporting and compliance.
- Knowledge of the California Education Code related to the area of assignment.
- Knowledge of federal, state, and local laws, codes, and regulations as they relate to equal employment opportunity (EEO), unlawful discrimination, and sexual harassment based on all protected categories.
- Knowledge of operational characteristics, services, and activities of a human resources program; advanced principles and practices of human resources administration including EEO, employment law, and related functions.
- Knowledge of methods of research and analysis of personnel administration and statistical data.
- Knowledge and principles of public sector employer-employee relations and collective bargaining in California.
- Knowledge of interpersonal skills, telephone techniques, etiquette, and public relations techniques.
- Knowledge of local, state, and federal regulations, including those applicable to human resources, employment, and labor relations.
- Knowledge of emerging technologies and communication tools relevant to higher education administration.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.



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- General knowledge of community college structures, processes, and student demographics.

Skills:

- Excellent organizational and time management skills, with the ability to handle high-pressure situations.
- Advanced communication skills, both written and verbal, with the ability to draft, edit, and present complex materials.
- Data collection, analysis, reporting, and the use of technology to enhance office operations.
- Event planning and coordination skills, including the ability to manage logistics and details for meetings, workshops, and special events.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.
- Proficiency in specialized software for board management and procurement processes.

Abilities:

- Ability to work independently, make informed decisions, and manage the day-to-day operations of the assigned area/office.
- Ability to conduct investigations.
- Ability to develop and conduct training and educational programs.
- Ability to understand and compose business letter writing and basic report preparation.
- Ability to interpret, apply, and explain applicable laws, regulations, policies, and procedures.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to understand the scope of authority in making independent decisions.
- Ability to sustain current understanding of modern trends and legal issues in the field of human resource management.
- Ability to perform a variety of specialized technical duties concerning EEO and compliance.
- Ability to process confidential materials and information and maintain confidentiality in perpetuity.
- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to foster strong relationships with internal and external stakeholders, including board members and community partners.
- Ability to manage complex scheduling and logistics for high-level meetings and events.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.



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- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Certification or ability to be certified as a State Certified Fingerprint Roller.
- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

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 perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. 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.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

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



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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. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. 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.

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 of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.