

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **HUMAN RESOURCES PROFESSIONAL DEVELOPMENT COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, perform administrative, complex, technical, and analytical duties in support of district-wide professional development, professional learning, compliance training, and other required employee training programs. Coordinate and monitor Human Resources- and District-sponsored training activities; serve as a resource on professional development procedures, required training, records, and compliance tracking; and provide applicable support to local college professional development committees and district-level professional development planning bodies, consistent with established roles and processes. Assist with monitoring and documenting mandatory training and related documentation requirements from a Human Resources and District compliance lens; maintain related records, reports, and tracking systems; analyze participation and completion data; and provide recommendations for continuous improvement while exercising independent judgment, initiative, tact, and discretion in handling confidential and sensitive information.

This is a confidential class designated by the Board of Trustees of the Chabot-Las Positas Community College District under authorization of Chapter 10.7, Section 3540.1 of the Government Code.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate district-wide Human Resources professional development, professional learning, compliance training, and other required employee training activities in support of District priorities and Human Resources functions.
2. Develop, organize, implement, and monitor training calendars, schedules, communications, registration processes, attendance records, completion tracking, and related documentation for assigned Human Resources- and District-sponsored programs and activities.
3. Collaborate with colleges, departments, and employee groups to identify required training and professional development needs; assist in planning and coordinating training opportunities responsive to legal requirements, collective bargaining agreements, institutional priorities, and operational needs.
4. Serve as Human Resources liaison and provide administrative, analytical, communication, and compliance support to local college Professional Development Committees, consistent with established college roles and processes; attend meetings as assigned, prepare materials, compile data, support recordkeeping, document follow-up items, and assist with communication, logistical coordination, and follow-up for District-supported or Human Resources-supported activities.

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5. Participate in and provide administrative, analytical, and coordination support to a District Professional Development Committee or other district-level professional development planning bodies.
6. Assist with monitoring and documenting mandatory training and related documentation requirements, including completion status, deadlines, and follow-up needs, where assigned and consistent with collective bargaining agreements and district/college procedures.
7. Coordinate and monitor completion of required district, state, federal, and contract-related employee training programs; maintain records and tracking systems to support compliance, audit readiness, and reporting needs.
8. Maintain and utilize computerized systems, databases, spreadsheets, dashboards, and other technology tools to track participation, completion, compliance, and program metrics; coordinate with appropriate offices regarding system functionality, reporting needs, and data accuracy.
9. Assist in compiling, analyzing, and preparing confidential reports, summaries, and supporting materials related to employee-employer relations matters, grievance trends, training compliance, and other Human Resources issues.
10. Research, track, and assist with implementation of professional development, training, and compliance obligations arising from collective bargaining agreements, legal mandates, Board Policies, Administrative Procedures, and district processes; prepare related correspondence, calendars, status reports, and updates.
11. Conduct research and analysis on special projects related to professional development, employee learning, training participation, compliance status, and related Human Resources functions; prepare reports, summaries, and recommendations.
12. Develop, update, and maintain training materials, resource guides, procedures, forms, website content, and related communications in coordination with Human Resources, district and college offices.
13. Coordinate logistics for in-person, virtual, and hybrid training and professional development activities, including presenters, vendors, facilities, technology, materials, and follow-up communications.
14. Support the development and administration of surveys, needs assessments, evaluations, and other feedback tools; analyze results and assist in identifying trends, gaps, and opportunities for improvement.
15. Provide training, orientation, and informational sessions to employees, committees, and departments regarding applicable professional development procedures, required training, recordkeeping processes, and related Human Resources matters.
16. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. District policies and procedures; applicable federal and state laws, regulations, Education Code provisions, Board Policies, Administrative Procedures, and collective bargaining

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agreement provisions related to Human Resources, employee training, professional development and compliance.

2. Principles and practices of professional development, adult learning, employee training coordination, and program implementation.
3. Methods and techniques of research, data collection, analysis, recordkeeping, confidential file maintenance, and report preparation.
4. Human Resources information systems and other computerized systems used for training modules, recordkeeping, tracking, communication, and reporting.
5. Office methods, procedures, and equipment including computers and applicable software for word processing, spreadsheets, databases, presentations, website updates, and virtual meeting platforms.
6. Principles of committee support, meeting coordination, follow-up, and collaborative planning.
7. Principles of communication, customer service, consultation, and effective interpersonal relations in a complex organizational environment.
8. Proper English usage, spelling, punctuation, grammar, and business correspondence.
9. Interpersonal skills using tact, patience, courtesy, diplomacy, and discretion.
10. Equity-minded and inclusive professional development practices for a diverse workforce.
11. Record retention, confidentiality, and documentation practices applicable to Human Resources and training records.

**Ability to:**

1. Plan, organize, coordinate, implement, and monitor district-wide professional development and required training activities from a Human Resources and District lens.
2. Interpret and apply applicable laws, regulations, Board Policies, Administrative Procedures, collective bargaining agreements, and district guidelines.
3. Research, compile, analyze, and present statistical and other information for reports, surveys, projects, and recommendations.
4. Maintain accurate and confidential records, files, databases, tracking systems, and related documentation.
5. Prepare clear, concise, and effective correspondence, reports, training materials, presentations, procedural documents, and management updates.
6. Coordinate multiple projects, timelines, committees, and compliance requirements with a high degree of accuracy and follow-through.
7. Provide information, consultation, and training to employees, managers, committees, and departments in a courteous and effective manner.
8. Work with a significant degree of independence while exercising sound judgment within established procedures and practices.
9. Identify issues, analyze alternatives, and recommend appropriate resolutions.
10. Establish and maintain effective working relationships with employees, managers, committees, external contacts, and other stakeholders.
11. Learn, apply, and help improve procedures and systems related to assigned Human Resources functions.

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12. Maintain clear role boundaries between Human Resources administrative and compliance support functions and responsibilities assigned elsewhere by collective bargaining agreement or college governance processes.
13. Apply an equity-minded and accessibility-focused approach to coordinating and evaluating training activities, including monitoring participation and completion trends to identify gaps.
14. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and workforce training clients, including those with physical and/or learning disabilities.

**Minimum Education & Experience:**

*An equivalent combination of education and experience which indicates possession of knowledge and skills required to perform the duties of this position.*

**Education:** Bachelor's degree from an accredited college or university with major course work in human resources, public administration, education, organizational development, business administration, or a related field.

**Experience:** Two years of increasingly responsible professional experience in human resources, employee training, professional development, organizational development, compliance administration, or a related area.

**PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on: May 19, 2026  
Effective: May 20, 2026  
Job Family: Confidential