

Position:	Human Resources Specialist	FLSA:	Non-exempt
Department/Site:	Human Resources	Salary Grade:	25
Reports to/Evaluated by:	Human Resources Management	Salary Schedule:	Non-Operations

SUMMARY

Under general supervision, the purpose of the position is to perform a variety of advanced technical and professional work in support of the Human Resources Department, e.g., personnel status transactions, recruitment, training and orientation, development and maintenance of personnel files, employee communications, and state and local reporting. Employees in this classification function at journey professional level and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Provides support and coordinates various aspects of assigned processes.

DISTINGUISHING CAREER FEATURES

The Human Resources Specialist is the second and intermediate level within a technical and professional career path. Advancement from Human Resources Technician to this level requires three or more years in the capacity of a Technician. Advancement also requires compliance with the qualifications of the position, the ability to provide a full array of human resources services to assigned classified and certificated clients, to facilitate group processes, and serve as a mentor for entry-level staff and site-based administrators. Advancement to Human Resources Analyst is based on need, qualifications, and the ability to lead a program that has District-wide span of control, such as in, but not limited to credential planning, training and development, focused recruitment, and HRIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide range of specialized and complex administrative support tasks assisting with daily operations and efficiency of the Human Resources Department, e.g., classified and certificated personnel services, credentials, position control, recruitment support, employee orientation, and employee relations.
- Serves as a mentor team members. May lead, assist with and/or perform the work of entry and journey level staff.
- Interprets and provides information and counseling on human resources policies, rules and regulations to administrators and employees.
- Receives inquiries from prospective job candidates. Responds to job opening inquiries and hiring procedures to assist candidates in preparing for pre-screening and interview processes.
- Participates in, and may facilitate interview processes involving interview teams. Assists teams with interview questions, documents, and pre-screening results.
- Conducts new employee orientation for certificated and classified staff and reviews paperwork for completeness and data entry to the human resources information.

- Places new employees on appropriate salary schedules commensurate with education, experience and credentials. Refers salary proposals outside of normal policy to higher authority.
- Coordinates with Payroll Department on matters affecting employee pay or benefits.
- Ensures all classified and/or certificated personnel files are up-to-date and complete.
- Notifies administrative staff of due dates for performance evaluations; monitors receipt and follows up on late evaluations. Processes reasonable assurance and re-election notices for employees.
- Works with a Human Resources Analyst, to ensure required credentials, licenses and tests are obtained and maintained by employees in a timely manner.
- Conducts regular site visits to locations and departments served. Facilitates periodic meetings with staff. Conveys new programs, policies, procedures, and services of the department. Facilitates processes for brainstorming, solving problems, and in-service.
- Coordinates, prepares and submits a variety of reports for administration, state and federal agencies as they relate to human resources, e.g., payroll, financial, job control.
- Assigns, composes, and prepares certificated and/or classified personnel reports on status recommendations for the Governing Board. Initiates follow-up work after Board action.
- Assigns and/or composes letters to employees on a variety of status topics such as, but not limited to co-curricular notices, notices of intent, and re-election notices.
- Compiles information and reports for federal, local and private agencies. Calculates employee costs for specially funded programs such as SIP, Chapter I, EIA/LEP and Migrant education.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Thorough knowledge of generally accepted personnel practices and procedures. Considerable knowledge of procedures associated with processing personnel transactions. Considerable knowledge of personal computer-based software that support this level of work, including but not limited to word processing, spreadsheet, and software (with data entry screens) used in education. Knowledge of office equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Considerable arithmetic skills to compute sums and statistics. Considerable skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence. Considerable human relations skills to present a positive image of the department and district, maintain harmony among peers, convey technical information to others, and use patience in dealing with a diverse population.

Abilities: Requires the ability to perform all aspects of the position in a high volume environment that may be dominated by distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and special department terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with staff, employees, external organizations, and the public using patience and courtesy. Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research. Requires the ability to maintain confidentiality of private and sensitive information.

Physical Abilities: Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near visual acuity to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary telephone conversations and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about various district locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Bachelor's degree in human resources or related field; supplemented by two (2) to three (3) years responsible Human Resources experience. Additional experience may substitute for education.

Licenses and Certificates: May require a valid driver's license.