



Job Description

Title: Personnel Specialist (Confidential)	FLSA Status: Non-Exempt	Created: 12/1/2019
Supervisor: Director-Human Resources	Supervises: N/A	Range: 29
Department: Human Resources	Bargaining Unit: Confidential	Approved: 12/17/2019

JOB SUMMARY:

Under the direction of the Director-Human Resources, perform a variety of complex, confidential and specialized human resource duties in the recruitment, screening, selection, classification and processing of new and substitute classified and certificated personnel; serve as a technical resource to employees regarding personnel functions, activities, laws, codes, rules, regulations, policies and procedures; maintain confidentiality of sensitive and privileged information.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Specialist II is a confidential designated classification. Positions at this level are distinguished the greater difficulty and complexity of the analytical tasks. Positions at this level require highly specialized knowledge, abilities, skills and experience and often exercise independent judgment in the performance of their duties and possess technical or functional expertise. The Human Resources Specialist I is the entry-level in the Human Resources Specialist series. Positions at this level are distinguished from the journey-level Human Resources Specialist II, in that more routine functions are performed with less independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of complex, confidential and specialized human specialized duties in the recruitment, screening, selection, classification and processing of new personnel; assure related activities comply with established laws, codes, rules, regulations, policies and procedures; assist in the implementation of district policies and regulations related to personnel.
- Serve as a technical resource to district administrators, employees, school sites, other departments regarding personnel functions, activities and requirements; respond to inquiries, resolve issues and conflicts and provide technical and detailed information concerning related laws, codes, rules, regulations, practices, bargaining unit contracts, policies and procedures.
- Assist in the preparation and distribution of a variety of announcements for job openings and other recruitment information; screen and process applications; review applications for minimum qualifications and completeness; verify eligibility and background information of applicants; assist applicants and staff with credential application process; contact applicants to schedule interviews; notify candidates of selection and non-selection decisions.
- Prepare contracts and offers of employment for certificated and classified staff; determine appropriate placement on salary schedules; monitor certificated credentials and assignments; maintain all certificated and classified seniority lists; send notifications of layoffs.
- Process new personnel and prepare and explain employee paperwork; distribute, collect and process various forms and applications; advise payroll of personnel actions for new hires, promotions, terminations, retirements; monitor timelines for employee leaves and absences.
- Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Perform variety of clerical duties related to assigned activities such as answering phones, greeting visitors and duplicating materials as assigned.

- Establish and maintain a variety of personnel files, new hire packets and records according to established policies and procedures; serve as custodian of all personnel files; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations and other employee information.
- Input a variety of employee information into an assigned computer system; maintain automated employee files and records; maintain assigned databases; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.
- Develop forms, correspondence and documents to meet departmental needs; research a variety of personnel information and requirements as needed.
- Proctor employment testing assessments; participate in interview panels to determine eligibility of candidates as assigned; notify applicants of interview and examination information and results.
- Monitor employee status concerning salary increases and probationary periods; notify payroll of salary, longevity and professional growth increases.
- Research, compile and provide a variety of information for reports, special projects, salary negotiations, interviews, Board meetings, employee orientations and other personnel-related functions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate with administrators, personnel, prospective employees and a variety of outside agencies to exchange information and resolve issues or concerns and to provide information necessary for staffing schools and departments.
- Assist the Director-Human Resources on special projects as assigned; assist the CBEDS Coordinator on projects as needed.
- Train and provide work guidance for assigned personnel; substitute or provide back-up support for the Human Resource Specialist I.
- Attend and participate in various meetings as assigned; prepare agenda materials and packets as required.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Human resources office functions, practices and procedures.
- Practices and procedures related to classified personnel.
- Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.
- Applicable laws, Education code, rules, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Common occupations and their requirements.
- Appropriate procedures for credential obtainment and renewals.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Organizational operations, policies and objectives.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Skills/Ability to:

- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel.
- Serve as a technical resource to employees regarding personnel functions, activities and requirements.
- Establish and maintain manual and automated employee records and files.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile and verify data and prepare reports.

- Prepare announcements for job openings and place advertisements.
- Distribute, screen and process employment applications and other personnel-related documents.
- Process new personnel and conduct employee orientations as assigned.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Maintain assigned databases and generate a variety of queries and spreadsheets.
- Work confidentially with discretion.
- Work independently with little direction.
- Meet schedules and time lines.
- Type or input data accurately at an acceptable rate of speed.
- Complete work with many interruptions.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in human resources or related field.
- Four years increasingly responsible clerical experience including frequent public contact and work with human resources functions involving the recruitment, screening and processing of new employees.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced work environment with changing priorities.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file and retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.