

HUMAN RESOURCES SPECIALIST

Purpose Statement:

The job of Human Resources Specialist is done for the purpose/s of under the direction of the Assistant Superintendent of Human Resources, performing a variety of specialized and confidential duties related to the employment and credentialing of the Districts certificated and classified personnel; assuring compliance with applicable laws, codes, rules and regulations.

Essential Functions

- Analyzes college transcripts and assist certificated staff in determining coursework requirements (e.g. receiving/evaluating applicant's letters of recommendation, expedite letters/requests for employee transcripts information, contact outside organizations to obtain credential information/renewals, etc.) for the purpose of ensuring compliance with current legal requirements.
- Communicates with other employees, departments, administrators and the public for the purpose of providing information and assistance concerning District employment and credentialing policies, procedures and related legal requirements.
- Coordinates new employee and substitute orientation sessions for the purpose of providing pertinent information regarding employment with the District.
- Maintains a variety of employment files and records, compiling pertinent applicant/employee information for the purpose of ensuring accuracy of applicant/employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Performs a variety of specialized and confidential duties related to the employment and credentialing of the Districts certificated and classified personnel for the purpose of assuring compliance with applicable laws, codes, rules and regulations and maintaining confidentiality of privileged and sensitive information.
- Prepares a variety of reports and related documents (e.g. annual state and federal reports regarding classified and/or certificated personnel; recruitment packages, etc.) for the purpose of providing documentation and information to others.
- Processes employee information into the County computerized system for the purpose of assuring monthly pay warrants, compute, monitor and assure proper position control, salary and step placement into the system.
- Processes new and renewal credential applications in accordance with the Commission on Teacher Credentialing (CTC) for the purpose of assuring credentials are valid and current and advising staff of needed documentation and distributing application forms, manuals and fee information.
- Receives applicant fingerprinting, drug testing, TB and physical clearances for the purpose of ensuring pre-employment requirements are met.

Responds to written and verbal inquiries from district employees and applicants (e.g. answering procedural/policy questions, screen and evaluate applications, responding to surveys, etc.) for the purpose of solving problems, providing information, facilitating communication among parties and/or providing direction.

- Serves as a resource to District staff for the purpose of providing assistance with the computerized substitute system, training for users, inputting requests for substitutes into system, generating related payroll reports and verifying accuracy of data.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions accounting/bookkeeping principles

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining; effective working relationships; providing direction and leadership; working with detailed information; adapting to changing priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Confidential 32