

## HUMAN RESOURCES SPECIALIST

### JOB SUMMARY

The Human Resources Specialist performs a broad range of technical and administrative support duties related to recruitment, selection, staffing, credentialing, employment processing, and compensation; provides information to district staff, applicants and the public; and develops, prepares, maintains and audits records, files and reports.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The Human Resources Specialist may perform any combination of the following:

- Assists administration with determining and verifying staffing needs; maintains and updates position control data and master staffing list.
- Assists administration with developing the master schedule.
- Posts job opportunities to an online application system, places advertisements, attends job fairs, reviews applications for minimum qualifications, schedules interviews, prepares interview materials, communicates information to applicants and administrators, processes new hires, conducts orientations.
- Collects documentation and reviews information to determine initial and ongoing compensation.
- Reviews certificated assignments to ensure credential requirements are met; assists certificated staff with obtaining and maintaining valid and appropriate credentials.
- Maintains substitute list; reviews substitute needs; places substitutes as needed.
- Enters data into multiple databases; reviews data periodically to ensure accuracy; develops and produces mandated and ad-hoc reports to meet legal requirements and provide information needed for district decision making.
- Maintains current, organized, and secure records and files, complying with established practices and policies.
- Communicates orally and in writing to exchange information and resolve issues or concerns.
- Attends meetings or other events as assigned or needed.
- Assists other office staff in completing work assignments.
- Performs other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

- Principles and practices of public human resources administration.
- Federal, state, and local laws, regulations, guidelines, policies and procedures related to Human Resources including bargaining unit agreements and salary schedules.
- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

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- Business writing, proofing and editing.

### ABILITY TO:

- Coordinate and schedule interviews, meetings and events.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, the public and other entities.
- Learn, apply and clearly explain District and department policies and procedures, California Commission on Teacher Credentialing regulations and requirements and other pertinent information.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Communicate with courtesy, diplomacy and tact.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Perform accurate math calculations.
- Plan, prioritize and organize work, schedules and timelines.
- Adapt to changing work priorities.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

### EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Three years of human resources experience involving staffing/employment and reporting is required.

### DISTINGUISHING CHARACTERISTICS

Human Resources Specialist is a classification within the Human Resources series. Positions in this series provide clerical, technical and progressively more responsible analytical and administrative support as the series progresses.

The **Human Resources Specialist** performs a variety of clerical, technical, analytical and administrative support tasks related to employment, compensation and reporting. Assigned duties require knowledge and application of broad and complex policies, procedures, regulations and laws.

Differentiation between **Human Resources Specialist** and positions above and below are distinguished as follows:

The **Human Resources Analyst** provides support to the Personnel Commission which has oversight for the recruitment, classification and compensation of classified employees. Assigned duties require in-depth

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knowledge of job analysis, exam development, compensation practices and broad human resources practices, procedures and laws. The incumbent works independently and makes recommendations after consideration of multiple, complex factors.

The **Human Resources Technician** performs specialized clerical and technical work in support of the District’s employment and human resources programs.

**REQUIRED TESTING**

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

**CERTIFICATES**

None

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

|                         |  |
|-------------------------|--|
| Seldom                  | stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back   |
| Seldom/Occasionally     | pushing and pulling, reach above shoulder, reach at shoulder   |
| Occasionally            | walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet |
| Occasionally/Frequently | handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder  |

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None