



Fremont Union High School District

Position: Human Resources Specialist – Adult Education

Department/Site:	Adult & Community Education	Range:	111
Reports to/ Evaluated by:	Director of Adult & Community Education	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of the Director of Adult Community Education, provides human resources functions such as recruitment and selection, personnel records, and personnel status. Provides support to and coordination of certain aspects of the employment process. Processes timesheets that include coding of revenue and expense account allocation numbers, salary rates, and verification of time worked. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Prepares reports, correspondence, notices, memoranda, charts, forms, agendas, and other documents in support of employment and employee relation's functions.
- Composes letters and other communications to employees on a variety of status topics such as, but not limited to co-curricular notices, and notices of intent.
- Initiates communications and forms for changes in employee status. Provides information to the District's human resources information system.
- Researches, responds to, or refers employees' questions about personnel policies and procedures, including those found in collective bargaining agreements.
- Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential information.
- Performs data entry such as, but not limited to, maintain personnel files and assembles data and information for surveys and reports.
- Accepts and processes job applications for recruited positions. Screens applications for required information, including, as appropriate, transcripts.
- Supervises adult education classes at an evening site weekly, including checking-out keys, registering students, communicating with teachers, providing equipment and materials to teachers, and resolving problems.
- Assembles applications, supporting materials, and interview/rating guides for selection committees. Communicates with candidates on logistics. Schedules rooms for interviews.
- Receives and processes pre-employment information requests such as background checks, immigration and immunization verifications.
- Provides employment and general information about the District to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Maintains all correspondence with web Customer Service database.
- Prepare Statements of Need and supporting documentation for placing teachers on payroll, and insure that new teachers are placed on payroll prior to assuming teaching duties.

- Conducts new employee orientation for certificated and/or classified staff and reviews paperwork for completeness and data entry to the human resources information.
- Responds to authorize requests for verification of employment of existing employees.
- Receives, processes, and/or forwards to the appropriate source, employee information updates including, but not limited to, benefits, dependents, and changes of status.
- Maintains up-to-date and complete personnel files that comply with record retention as well as immunization and other requirements. Maintains up-to-date employee directories.
- Contacts substitute teachers and other employees for duty. Works from, and maintains an up-to-date list of available substitutes by name subject, specialty and other factors.
- Assists with registrations transactions by mail, fax, web, and in-person. Accepts registrations monies, enters information to computerized files, and mails confirmations.
- May assist with digital imaging of applicant fingerprints. Ensures that applicant fingerprints are clear and consistent.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires a basic knowledge of generally accepted personnel management practices, including fair employment practices and laws.
- Requires a basic knowledge of the features of classification, compensation, payroll procedures, and employee benefit plans.
- Requires knowledge of and skill at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.
- Requires sufficient math skills to compute sums, averages, ratios, products, and quotients.
- Requires sufficient language, grammar, and writing skill to prepare professional correspondence.
- Requires sufficient human relation skills to convey technical concepts to others, exercise patience in working with a diverse customer base, to deal with sensitive and confidential information, give instructions, and facilitate discussions with individuals.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, and calculators.
- Requires the ability to carry out all aspects of the position.
- Requires the ability to learn, apply and interpret policies, procedures, techniques, and rules governing human resources management at the District.
- Requires the ability to prepare professional correspondence for routine communications with insiders and outsiders.
- Requires the ability to learn and apply Department of Education requirements applicable to the job.
- Requires the ability to learn and interpret provisions of collective bargaining or meet-and-confer agreements.
- Requires the ability to maintain up-to-date files and ensure security and confidentiality of information.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.

- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a high school diploma or equivalent supplemented by training in personnel procedures, computer data entry, and office procedures, and three years of increasingly responsible clerical experience.

Licenses & Certificates:

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in an office environment subject to constant interruptions.