

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: PERSONNEL SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, or the Director of Classified Personnel/Assistant Superintendent, Human Resources, perform all assigned duties/responsibilities involved in the area of health benefits, workers' compensation and insurance.

REPRESENTATIVE DUTIES:

1. Process new, changed and terminated employee benefits including the maintenance of all related systems—manual or automated.
2. Respond to a variety of inquiries from administrators, staff and the public concerning health benefits, workers' compensation and insurance.
3. Establish and supervise the maintenance of comprehensive files and records including material of a confidential nature regarding employees, employee benefits, workers' compensation, insurance and other related materials.
4. Communicate by phone, in writing, electronically, and in person with vendors, doctors, employees, retirees, dependents as necessary regarding health benefits, workers' compensation, and insurance; respond to questions and interprets rules and regulations.
5. Compose, prepare and disseminate correspondence requesting or providing information relative to the personnel and insurance programs.
6. Provide information to employees, dependents, and retirees regarding their positions, qualifications, rights and benefits, privileges and responsibilities, procedures, fringe benefits, including insurance programs, retirement programs and benefits; advise and counsel employees as appropriate; refer complex or serious problems or issues to supervisor.
7. Assist in the development and preparation of employment forms and handbooks.
8. Requisition supplies and equipment; maintain adequate levels of supplies; maintain inventory of supplies and equipment.
9. Prepare calculations regarding monitoring of costs for health benefits, workers' compensation and insurances; balance accounts and produce reports as necessary.
10. Provides backup support to the offices of the Assistant Superintendents of Business Services and Human Resources.
11. Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, purposes, functions, policies and practices of public personnel administration
Oral and written communications skills including telephone etiquette and public relation skills
Standard office equipment including computers and software applications
Correct English usage, grammar, spelling, punctuation and vocabulary
Negotiated agreements for employees in relation to benefits and insurance
Applicable sections of State Education Code
Employee benefits and basic operations of benefits administration

ABILITY TO:

Compile data and prepare and edit reports
Analyze situations accurately and adopt an effective course of action
Perform difficult and complex administrative detail work with speed and accuracy
Learn, interpret, apply and explain applicable policies, rules and regulations using good judgment
Exercise good judgment in recognizing scope of authority
Interpret, apply laws, rules, regulations, policies and procedures in the employment of staff
Administer policies and procedures affecting employees in fair and consistent manner
Make mathematic calculations quickly and accurately
Understand, interpret rules and follow directions and apply to specific situations
Establish and maintain effective working relationships with others and provide quality service in a tactful, courteous and helpful manner
Communicate effectively in English both orally and in writing
Perform duties effectively with many demands on time and constant interruptions
Work confidentially with discretion, accurately and independently, making sound, reasoned decisions and recommendations

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of office experience involving personnel functions including at least one year of experience in the administration of health benefits, workers' compensation or related experiences in public personnel administration. College training may be substituted for experience on a year-for-year basis. Prior experience working in human resources is desirable.

WORKING CONDITIONS:

Typical office environment; subject to many demands on time and constant interruptions; frequently sits, occasionally walks, stands, stoops, bends and reaches over head; repetitively uses fingers, both hands simultaneously; speaks clearly and hears normal voice conversation; uses a computer and telephone frequently; has direct contact with public and other district staff, occasionally in negative interpersonal situations; frequently works without guidance from supervisor; safely lift, carry and push up to 25 pounds.

SALARY RANGE: 77

ADOPTED BY PERSONNEL COMMISSION: January 12, 2011

ADOPTED BY BOARD OF EDUCATION: January 18, 2011