



## **JOB DESCRIPTION**

### **Human Resources Specialist**

#### **DEFINITION:**

Under the direction of the Assistant Superintendent of Administrative Services, assist in the administration and coordination of certificated and classified personnel functions; perform a variety of confidential, specialized, complex, analytical and technical duties involved in the recruitment, processing, assignment and compensation of certificated and classified employment; monitor credential applications and renewals, analyze eligibility for authorizations and waivers; gather, organize, and analyze information for use of certificated and classified workforce planning, and ensure that they meet district, county, state, and federal requirements; act as a resource to the District regarding laws, codes, policies and procedures related to credentialing and employment mandates; prepare and maintain a variety of manual and automated personnel records, reports, and files.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates employment process, to include initial screening of applicants for qualifications and eligibility.
- Oversees the pre-employment process to include tracking of employment documents and receipt of physical exam, fingerprint clearance, drug screen and TB results.
- Performs a variety of specialized and confidential duties related to the employment and credentialing of the District's certificated and classified personnel for the purpose of ensuring compliance with applicable laws, codes, rules and regulations, and maintains confidentiality of privileged and sensitive information.
- Calculates pertinent employee information (e.g. salary, probationary period) on-going eligibility requirements (i.e. certifications, licenses) for the purpose of ensuring accuracy of employee compensation and maintenance of employee eligibility for the designated position.
- Communicates initial offers of employment to certificated and classified employees; prepare and distribute employee contracts.
- Monitors the Mandated Training and Annual Notices requirements for new hires.
- Prepares and processes the Personnel Action Form (PAF) for new hires to include assignment and compensation of personnel; prepares and processes PAFs for transfers, column changes, and assignment adjustments, and processes PAF received from sites/departments each month for Payroll.

- Processes employee information into the SDCOE computerized system for the purpose of ensuring the accuracy of monthly pay warrants, and computes, monitors, and assures proper position control, salary and step placement into the system.
- Serves as the liaison between Payroll and Human Resources in regards to payroll issues.
- Serves as a resource to District personnel regarding credentials, salary inquiries, and laws, codes, regulations, policies and procedures.
- Processes new and renewal credential applications in accordance with the Commission on Teacher Credentialing (CTC) for the purpose of ensuring credentials are valid and current and advising staff of needed documentation.
- Audits records and reports for accuracy and completeness, including vacation accruals for all staff, general deduction reports, and CSEA and CTA dues.
- Updates salary schedules in the computerized system when salary adjustments occur.
- Responds to written and verbal inquiries from District employees and applicants (e.g. answering procedural/policy questions, responding to surveys, etc.) for the purpose of solving problems, providing information, facilitating communication among parties and/or providing direction and general assistance.
- Maintains Classified Sub Lists and notifies school sites of availability of substitutes.
- Assists other Administrative Services personnel as needed for the purpose of meeting specific deadlines.
- Performs other related duties and assignments as required.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Human Resources office functions, practices and procedures.
- Practices and procedures related to certificated/classified personnel.
- Principles, techniques, procedures and terminology involved in the recruitment, screening, credentialing, processing and compensation of personnel.
- Applicable laws, codes, rules, regulations, policies and procedures.
- State credential requirements and procedures.
- Applicable sections of the Education Code.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical calculations.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, courtesy, and confidentiality.
- Operation of a computer and assigned software.
- Data control procedures and data entry operations.

Ability to:

- Assist with a variety of specialized and complex activities involved in the recruitment, credentialing, processing, assignment and compensation of certificated/classified personnel.
- Review, analyze, and process a variety of documents and information to ensure certificated personnel hold valid and appropriate credentials.
- Prepare and maintain a variety of manual and automated personnel records and reports.
- Serve as a technical resource regarding personnel functions.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile and evaluate information and prepare comprehensive narrative and statistical reports.
- Assist with preparation of announcements for job openings and advertisements.
- Verify and evaluate transcripts, records and applications to determine eligibility for credentials.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing; maintain confidentiality when applicable.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Maintain regular and consistent attendance.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training and experience equivalent to a Bachelor's Degree in Human Resource Management, Business, Public Administration, California public school district or a related field. Coursework and training in credential monitoring, recruitment and selection, job analysis, staff employee training, or related field. Training and experience in office management and technical office skills are required.

#### **WORKING CONDITIONS:**

Environment:

- Office environment, temperature – normal climate.
- Daily contact with District and school site staff.
- Moderate to high stress level.

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; vision (which may be corrected) to read small print, dexterity of hands and fingers to operate a telephone, computer, keyboard, handle files/paperwork, and hand tools; ability to hear and understand speech at normal room

levels and on the telephone; physical agility to lift up to 15 pounds to work with various boxes of files.

Approved on: December 13, 2016