

Encinitas
UNION SCHOOL DISTRICT
Job Descriptions



Human Resources / Benefits Specialist

DEFINITION

Under general direction of the Assistant Superintendent, Administrative Services, performs complex technical tasks pertaining to personnel services and health and welfare benefits program. To relieve supervisor of minor administrative details and other related work as assigned.

DUTIES include the following. Other duties may be assigned.

- Oversees and personally performs a variety of specialized technical work for the Human Resources Department.
- Responsible for the administration and coordination of classified personnel functions.
- Manages and personally performs a variety of specialized technical work related to employee health and welfare benefits program.
- Sets up and monitors the accuracy of complex filing systems relating to personnel records.
- Prepares governing board agenda items for personnel reports.
- Establishes and maintains permanent personnel files.
- Provides information to payroll of new employees and salary changes.
- Analyzes transcripts, records and other pertinent information for permanent records.
- Types a variety of complex reports, tables, financial data or documents from brief oral directions, rough drafts, notes or transcribing machines.
- Provides employment verification.
- Conducts research and prepares reports.
- Explains and interprets facts and policies to other employees and the public about personnel procedures.
- Answers the telephone and gives authoritative information to the public and staff.
- Coordinates the record keeping activities of the department and may verify the work of other clerical employees.
- Enters and retrieves computer data. Provides information for establishing computer programs for data storage.

EMPLOYMENT STANDARDS:

Knowledge of

- Personnel related issues.
- Health and welfare benefit plans including, but not limited to, medical, dental, vision, life, and tax deferred plans.
- Correct English usage, spelling, grammar, punctuation and composition.

- Current technology, software applications (including word processing, database, and spreadsheet packages), office methods, procedures and equipment, including telephone techniques.
- District policies, rules and regulations, and appropriate sections of the governmental code pertaining to personnel services.
- Methods used in compiling statistical reports.
- Data processing and keyboarding.

Ability to

- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed.
- Proficiently operate computer and standard office equipment, including word processor.
- Make complex arithmetical calculations with accuracy and speed.
- Independently compose correspondence.
- Understand, carry out and give oral and written instructions.
- Maintain cooperative working relationships.
- Read, interpret and apply complex rules, regulations and policies.
- Type accurately.
- Communicate effectively both orally and in writing with the community and all school district personnel

Education and Experience

Equivalent to completion of the twelfth grade supplemented by courses in office practices or secretarial science. Five years of progressively responsible experience in personnel, human resources, health and welfare benefits and/or records management, or any combination of training and experience that could likely provide the desired knowledge and abilities.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.