

BUENA PARK SCHOOL DISTRICT

HUMAN RESOURCES SPECIALIST

DEFINITION

Under administrative direction of the Director of Human Resources, to perform specialized technical, analytical, and complex clerical duties related to the operation of the District's human resources programs; perform other related work as required.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF DUTIES

Plan, organize and perform a variety of complex technical and administrative functions of the district's human resources management systems, including vacancy posting, recruitment, examination, selection and employment processes; develops information and provides services to applicants, community members, staff members, and the educational community regarding human resources-related issues; maintain a monitoring system of credentials; proactively resolve credentialing issues, remain current on existing credentialing and certification requirement requirements and abreast of legislative changes; evaluate transcripts, education units, credentials and other records to assess applicant and employee eligibility and placement; maintains confidential records system; administers the District's performance evaluation process; administers and processes medical/non-medical leaves of absence; independently prepare correspondence and a variety of other departmental informational notices, often including highly sensitive material; conducts research and performs independent studies to gather data and information to prepare and present complex and comprehensive reports; organizes, coordinates and processes personnel-related correspondence/reports, including verifications of employment and unemployment insurance claims; processes new hire documentation for payroll placement; conducts employee orientation and exit meetings; maintains an up to date employee human resources database and position control system; reviews accident and injury/illness reports to determine proper actions under workers' compensation laws and regulations; coordinate information between district and third party claims administrator; process and file workers' compensation claims as needed; assist in the implementation of the district's workers' compensation claims management and safety related programs as directed; manage tuberculosis testing verification; attend job-related meetings; perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods and practices of human resources management.
- State and federal laws, rules and regulations pertaining to credentials, No Child Left Behind, workers' compensation, labor issues, public school district operations, and other related human resources-related concerns.
- Modern office practices and procedures.
- Record keeping techniques and electronic and hard copy filing systems.
- Business forms, letters, report writing, proofreading, modern office machines and equipment.

- Correct English usage and vocabulary, including good spelling, grammar and punctuation.
- Interpersonal skills, using tact, patience and courtesy, including appropriate telephone, e-mail, and personal face-to-face etiquette.

Ability to:

- Be self-motivated, work effectively, efficiently and cooperatively, utilizing sound judgment and discretion in a wide variety of situations.
- Understand, interpret and apply complex laws, rules, regulation, policies, and bargaining unit provisions.
- Research, collect, and analyze data and information objectively, and prepare clear, complex and comprehensive reports.
- Understand and carry out oral and written instructions. Be well organized, attentive to detail, meet established deadlines, and work well under pressure.
- Employ excellent analytical abilities to problem-solve.
- Communicate effectively in English in both oral and written form.
- Make arithmetical computations.
- Operate a variety of office and specialized equipment, including computers and a variety of software applications. Proficiency utilizing word processing, spreadsheet, data base, internal and e-mail software. Microsoft Word and Excel skills strongly preferred. Sungard BiTech and/or HR 2.0 experience a plus.
- Effectively and efficiently maintain accurate records and files; maintain confidentiality and work sensitivity with confidential information as required.
- Work well as an integral part of a team.
- Set goals, plan, organize and prioritize research, work tasks and project assignments.
- Establish and maintain effective and cooperative working relationships using tact, patience and courtesy.
- Perform the essential functions of the job with or without reasonable accommodation.
- Make clear and effective presentations to small and large groups

EDUCATION/EXPERIENCE

High School Diploma or equivalent, plus any combination of education, training and/or experience equivalent to an Associate's Degree (AA) and four years of recent, increasingly responsible office/clerical experience, two years of which directly related to human resources work, preferably in a public school district. Bachelors degree preferred. Experience with credentialing, workers' compensation, and/or public education setting strongly preferred.

LICENSE REQUIREMENT

Possession of a valid California drivers license.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Prepared: September 2014