

JOB DESCRIPTION

Title:	Personnel Specialist	Reports To:	Coordinator of HR Operations
Department:	Human Resources	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	261
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Management/Confidential/Licensed <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860 <input type="checkbox"/> AEA <input type="checkbox"/> Unrepresented		

GENERAL SUMMARY OF DUTIES:

Under the direction of the Coordinator of Human Resource Operations and the Chief of Human Resources, perform a variety of responsible clerical and technical duties in the area of recruitment, examination, selection, processing and promotion of classified personnel; maintain personnel records and files, and HR Systemes, such as website, Edjoin Data. Provide updates and training to staff relating to HR systems.

ESSENTIAL FUNCTIONS:

- Perform responsible clerical and technical duties in the area of recruitment, examination, selection, processing and promotion of classified personnel; maintain personnel records and files.
- Provide detailed information regarding classified employment opportunities, salaries and district employment procedures; type and distribute vacancy notices; screen applications for completeness and eligibility for position; inform applicants of results.
- Assemble and organize written examination materials; proctor applicants during testing; correct and score written exams; notify successful candidates of date and time of oral panel interviews.
- Schedule and arrange interviews; gather, type and distribute interview packets; inform candidates and hiring authority of results.
- Assist in the preparation of personnel-related items for the Board of Education.
- Type correspondence; arrange and schedule meetings and conferences.

E – Essential Function

- Prepare, type, update, monitor and maintain a variety of reports, records, schedules and files; verify and post information as necessary to assure completeness and accuracy.
- Process and maintain employee records and employment forms; notify payroll of changes as appropriate.
- Recruit and process classified substitute personnel; coordinate with appropriate personnel regarding employment and placement.
- Arrange fingerprinting for classified employees and substitutes; submit forms; maintain accurate records for physicals and other health-related data.
- Maintain and update Human Resource website with current data; initiate updates as required.
- Administer the AUSD Edjoin site, setting up libraries, outgoing messages, and training HR staff in efficient use of Edjoin functionalities.
- Train and provide work direction to others as necessary.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITY:

KNOWLEDGE OF:

Basic functions and operations of a personnel office.
 Practices and procedures related to classified personnel.
 Current office practices, procedures and equipment.
 Software and Applications used to maintain HR systems.
 Record-keeping techniques.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Telephone techniques and etiquette.
 Oral and written communication skills.

ABILITY TO:

Interact positively with peers, public and students.
 Operate a computer in a Windows/Mac environment.
 Perform clerical duties related to the recruitment, examination, selection, employment and termination of employees.
 Distribute, screen and evaluate employment applications.
 Provide technical information and assistance to others concerning employment policies and personnel transactions.
 Assemble, organize and prepare data for records and reports.
 Compose correspondence and written materials independently.
 Understand and resolve issues, complaints or problems.
 Communicate effectively both orally and in writing.
 Read, interpret, apply and explain rules, regulations, policies and procedures.
 Maintain current knowledge of program rules, regulations, requirements and restrictions.
 Analyze situations accurately and adopt an effective course of action.
 Type at a rate of 50 WPM with accuracy.
 Meet schedules and time lines.
 Work confidentially with discretion.

E – Essential Function

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; course work in human resources, business administration or related field desirable and two years of increasingly responsible office experience, including one year in a personnel function in an educational setting.

SUPERVISES AND SUPPORTS:

Not Applicable

PHYSICAL REQUIREMENTS:

Frequency key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency	Activity	Frequency
Bend	2	Lift/carry 0-10 lbs	3
Twist	2	Lift/carry 11-25 lbs	2
Squat	2	Lift/carry 26-40 lbs	1
Kneel	2	Lift/carry 41-100 lbs	1
Climb	1	Stand	2
Reach above shoulder	2	Walk	2
Grip/Grasp	2	Sit	4
Extend/Flex Neck	2	Drive	2
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

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E – Essential Function