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Position: Human Resources Specialist  
School/Department: District Office  
Reports To: Chief Human Resources Officer Pay Grade: Non-Represented, Confidential

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### **SUMMARY**

Under direction of the Chief Human Resources Officer, performs responsible technical and clerical duties in support of the District's classified and certificated personnel programs and activities, as well as Human Resources information systems. This position requires the person to be directly involved in collective bargaining data and is thereby designated as a confidential position under collective bargaining law.

### **NATURE AND SCOPE**

Serves as the primary administrative support to the Human Resources administrator. Performs responsible technical and clerical duties in support of the District's classified and certificated personnel programs and activities; assists other administrative staff in conducting the comprehensive personnel programs as requested. Work relations extend to a wide range of contacts including District staff, students, parents and the general public.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

- Conducts research and analysis in relation to the collective bargaining process, disciplinary actions, investigations and other employee relations matters
- Gathers, analyzes, organizes and compiles documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responds to state and federal government agencies, administrative hearings and mediations
- Understand HR processes and proactively develop and assist HR in the implementation of workflow process and/or technology solutions to enhance customer service, improve process efficiency and reduce costs.
- Perform quality checks to ensure accuracy and currency of all information.
- Remains current on related laws, regulations, and practices affecting all aspects of the job.
- Update and maintain: CBEDS files and other state level reports; assist administrators and other office support personnel to verify accuracy of reports and correct employee files and records as necessary.
- Respond to requests for information, audits and other reports.
- Assist with activities, such as new teachers' orientation, employee celebrations, workshops, and other events as assigned.
- Compile and maintain staffing information including file management and position control
- Prepare, maintain, and process a variety of confidential correspondence, records and reports
- Analyze and maintain complex certificated personnel records involving credentials, transcripts, medical records, personnel records and other confidential information.
- Determine appropriate employee salary schedule placement consistent with Board Policy and Collective Bargaining Agreements under the direction of the CHRO
- Implement strategies to support the District in ensuring compliance of certificated staff with credentialing requirements and appropriate teacher placement. Actively identify issues and proactively implement systems to

reduce credentials noncompliance; serve as content expert on credentials for the District to promote credentialing compliance

- Evaluate employment transcripts, education units, credentials, and other records to assess certificated applicants eligibility and placement; review and execute conversion process for out-of-state credentials. Manage the renewal process for credentialed employees, including: drafting and delivering communications relevant employees; receiving employee credential documentation; reviewing and assessing the validity of employee credential documentation; creating and updating employee credential records
- Maintain database of employee credentials; audit database to ensure that records are accurate and current. Remain current on existing California credentialing requirements, and also remain abreast of any legislative changes
- Conduct telephone inquiries and reference checks to obtain information on potential employees under the supervision of the Human Resources administrator
- Manage the District's Workers Compensation program, including maintenance of records.
- Serve as the District representative between employees, medical providers, and District Workers Compensation companies
- Implement and track mandated employee trainings
- Update and distribute mandated annual employee notifications
- Assist with personnel recruitment activities; provide information regarding salaries, District policies, procedures, regulations, and requirements to classified and certificated applicants and current employees.
- Distribute, receive, screen, and process employment applications according to established procedures; maintain applicant information; compile applications, schedule interviews, and contact administrators and applicants for interview sessions
- Verify required certificates and data, such as CPR, First Aid, and Tuberculin (TB); update employee health information; notify employees of credential and TB expiration dates Responsible for entering and reconciling Health Insurance Benefits, including entry into the HRIS, ESCAPE
- Performs related duties and responsibilities as required to accomplish the objectives of the position

#### **ENVIRONMENT:**

Office environment; fast paced work, constant interruptions.

#### **PHYSICAL ABILITIES:**

Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read a variety of materials and view a computer monitor. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (55 wpm); speech and hearing ability to carry on conversations in person and over the phone; and ability to reach and pull materials from files and shelves Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed

#### **MINIMUM QUALIFICATIONS:**

Training, education, and experience: 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 must have been in a full-time, directly related personnel-clerical work assignment in a school district personnel office. Experience working with credentialing in a public education setting is strongly preferred. Licenses and other requirements: Valid California Driver's License, Tuberculosis and/or other employment clearance

**KNOWLEDGE AND ABILITIES:**

Knowledge of: State of California requirements and laws pertaining to credentials, rules, regulations involved in processing certificated personnel Certificated contract agreements Methods and processes of statistical analysis and data reporting Recordkeeping techniques Telephone, e-mail and face-to-face etiquette . Interpersonal skills using tact, patience and courtesy. Applicable sections of the State Education Code and other laws Ability to: Develop and implement creative solutions for areas of responsibility. Work with sensitivity with confidential information on a continuous basis. Requires sufficient human relations skills to convey technical concepts to others, to deal with sensitive and confidential information, and to facilitate discussions in individual and small group settings.

Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information in established data entry screens.

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