



### **CLASSIFIED HUMAN RESOURCES SPECIALIST**

**Reports to:** Human Resources management

**Division:** Human Resources

#### **Our ideal candidate**

You work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and have the ability to work collaboratively on teams, and consult effectively and independently with all levels of employees. You understand the sensitive nature of your work and it shows in your care when providing great service to others. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You communicate effectively. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, employees, and students.

#### **General Description**

Perform a variety of professional and highly specialized analytical personnel functions in support of the Santa Barbara County Education Office’s classified personnel system. This position is responsible for the daily support operations of the classified personnel office and in the development and administration of a wide variety of personnel functions related to the recruitment, selection, employment and retention of classified personnel.

#### **Specific duties and responsibilities**

- Develop and implement methods for the recruitment and selection of personnel for classified vacancies in compliance with appropriate laws, rules, and County Education Office policies
- Monitor, train and set timelines and schedules for completion of tasks for the daily support operations of the classified human resources office
- Assist the director in the development and achievement of goals, objectives, and procedures
- Provide technical guidance to various inquiries regarding proper standards and procedures required in the processing of personnel transactions
- Interpret and explain provisions of the Merit System, state and federal laws, and County Education Office policies to employees, supervisors, managers, applicants and others
- Coordinate human resources activities and operations with other departments and agencies
- Assist in the development and maintenance of department procedures and procedure manuals
- Assist in the maintenance of the human resources information systems and application system to ensure the integrity, utility and availability of data and functionality
- Implements, maintains, and monitors the maintenance and retention of a variety of confidential personnel records, files and documents
- Prepare a variety of recommendations and statistical reports related to classified personnel



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operations and salary administration

- Maintain and monitor employee position control in sophisticated database systems
- Assist in the development of examinations during the recruitment process
- Oversee the scheduling, proctoring and scoring of employment examinations
- Provides direction to human resources staff regarding the recruitment process
- Assist in classification studies including job description revision, gathering research on comparable positions, and identifying classifications that require job analysis
- Oversee, direct and maintain the classified employee evaluation program including monitoring timelines, sending notifications, and monitoring probationary periods
- Monitor employee leaves, preparing individualized correspondence regarding legal rights and timelines, and advising employees on the process of federal and state leave protections
- Process administrative details not requiring the immediate attention of the director
- Compose and independently prepare and distribute correspondence, memorandums, reports and other documents including that of a confidential nature
- Assist the director with the personnel commission meetings including setup, report preparation, and preparation of the agenda, minutes and other items under the purview of the commission
- Monitor fingerprint clearance and fingerprint subsequent notifications
- Consistent with law, maintain fingerprint data for employees, volunteers, and independent contractors and communicate with the director, managers and others regarding status
- Consistent with law, monitor, prepare and train for timely processing of all classified personnel transactions involving appointments and changes in employment
- Monitor and implement transfers, reassignments, reinstatement, and reemployment
- Research employment histories and prepare layoff documentation
- Monitor unemployment insurance claims and may represent the office during appeals
- Arrange professional training related to unemployment or other employment-related topics
- May represent the office on committees related to human resources as assigned
- May participate in or assist in preparation for meetings with labor representatives
- Prepare and maintain lists of certified eligible candidates and other related materials
- Attend workshops and conferences designed to maintain awareness of current and best practices in human resources as approved
- Assist with application and implementation processes for employee recognition
- Represent the director at meetings and workshops as assigned
- Perform other essential job related duties as assigned

### **Requirements**



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Education: preferably two years of higher education coursework in public or business administration, human resources, or a field related to education or any combination of human resources experience and higher education in a related field; human resources certification preferred

Experience: five years of responsible human resources experience and/or senior-level office management preferably in an educational institution, or higher education in a related field in lieu of experience

**Knowledge and skills**

- Specialized procedural knowledge of the principles and practices of public human resources administration including recruitment, job classification, compensation, selection, examination, and salary administration
- Knowledge of the basic principles of office organization and management as well as modern office practices, procedures and equipment, including computers
- Knowledge of a variety of computer programs including Microsoft Office, advanced Excel, Escape financial system, googledocs, and FileMaker Pro
- Working knowledge of principles and practices of monitoring and training
- Working knowledge of civil service recruiting, testing, and selection procedures and rules
- Advanced knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
- Knowledge of statistical and financial record keeping
- Well-developed oral and written communication skills, telephone techniques and etiquette that promote a strong sense of professional service to others
- Advanced interpersonal relations skills that promote respect using tact, patience and courtesy

**Abilities**

- Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs
- Work independently with little direction and to direct, prioritize and monitor the work of other human resources staff
- Perform arithmetic calculations with speed and accuracy
- Interpret, explain and apply laws, rules, regulations and policies
- Establish and maintain accurate records and files, gather and summarize research information, and prepare complex reports
- Plan and organize work, meeting timelines as established in spite of frequent interruptions
- Present information related to human resources procedures and policies to managers and



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department staff

- Well-developed keyboarding skills and the ability to use designed software programs including word processing, sophisticated database systems, and spreadsheets
- Well developed written language skills to prepare reports for governing entities, and to document policies and procedures
- Efficiently identify problem areas or situations, identify problem causes, and take appropriate action to resolve problems in a professional and consensus-building manner
- Maintain confidentiality and security of highly sensitive information
- Establish and maintain professional and effective working relationships with the public and others

**Licenses and Certificates**

Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

**Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

**Salary Range 79**

<i>Approved by the Personnel Commission:</i>	June 27, 1996
<i>Revised:</i>	December 20, 2001
	January 23, 2002
	January 23, 2003
	September 19, 2012
	June 25, 2015
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