

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: June 21, 2023  
Salary Schedule: 20; Row: 36

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: PERSONNEL SPECIALIST**

**JOB PURPOSE STATEMENT:** Under administrative supervision, performs a variety of highly technical duties and responsibilities of an analytical nature including assisting with the development and implementation of the District's personnel policies, procedures, and recruitment processes for management, certificated, and classified positions.

**JOB FUNCTIONS:**

- Oversees the certificated and/or classified personnel process; monitors office work flow and assures compliance with established policies, procedures, and timelines
- Assists in selection procedures by acting as a central point of communication with applicants in the recruitment process
- Coordinates the development and implementation of the recruitment, selection, hiring, assignment, and evaluation programs of all employees
- Conducts basic screening of applications, documents, credentials, records and/or other paperwork involved in recruitment and selection
- Offers employment to certificated, classified and substitute employees; meets with new employees to complete required employment documents and provides information relative to the position; conducts New Employee Orientation
- Reviews certificated assignments for credential compliance related to assignment/misassignment, Board resolutions; monitors compliance of AB 1124 subject matter assessments; oversees Committee on Assignments; provides in-service to school site administrators responsible for assignment of certificated employees
- Assists in the maintenance of seniority lists, employer-employee relations, age and salary programs, employee evaluations, etc.
- Assists in the development of periodic reports for the Board of Education, State and County Superintendent of Schools, legislatures, state and federal compliance agencies as deemed necessary
- Prepare and distribute employment contracts to teachers and administrators, including temporary and special contracts

**JOB TITLE: PERSONNEL SPECIALIST**

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JOB FUNCTIONS - continued

- Processes and keeps record of all changes in employment status, recruitment activities, training programs, test validation reports, etc.; records, verifies and transmits payroll employee data information.
- Develops, prepares and maintains all oral interview questions for employment applicants.
- Maintains the District's classification plan, job specification, and applications for all employment positions.
- Oversees the maintenance of all employee automated systems, including personnel files and Board actions.
- Interprets the District's policies and procedures, collective bargaining agreements, and applicable laws within the areas of responsibility.
- Maintains confidentiality of pre-employment and personnel files.
- Advertises for vacancies utilizing the media, inter-school posting, and various public and private agencies.
- Compiles and organizes data to produce a variety of specialized lists and reports; inputs and retrieves information from the Riverside County computer system; updates personnel, salary, job classification and other changes as they occur; updates personnel procedural manuals and personnel forms.
- Completes wage and employment verifications, surveys and subpoenas of records for District personnel.
- Provides guidance and direction to clerical support staff as assigned, participating in the selection of new staff to ensure that requests and practices conform to district policies.
- Evaluates situations involving staff, the public and confidential and sensitive events to take appropriate action and/or direct to appropriate personnel.
- Performs other job related duties as assigned.

JOB QUALIFICATIONS:

Knowledge of:

- Principles and practices of personnel administration
- Equal opportunity requirements, collective bargaining and contract administration
- Appropriate federal, state, and local laws on personnel, employer-employee related matters
- Processes used in recruitment and selection of District employees

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JOB QUALIFICATIONS - continued

- Techniques of file and record management, data collection, and compilation and report writing
- Modern office equipment, practices, and procedures including office organization and work scheduling

Ability to:

- Read, interpret and explain related laws, codes, rules, policies and procedures.
- Work independently with minimum direction.
- Research, investigate and prepare a variety of reports.
- Perform mathematical calculations and basic computer skills for data entry and processing.
- Operate standard office equipment, productivity platforms, and computers
- Collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.
- Organize and maintain the security of confidential materials and information
- Exercise a high degree of clerical skills in the control of complex personnel transactions
- Understand and carry out oral and written directions in English
- Establish and maintain an effective working relationship with staff, students, parents, community members, and prospective employees
- Provide excellent customer service
- Work effectively with details under pressure and with frequent interruptions
- Compose correspondence utilizing proper grammar, spelling, punctuation, and business format
- Demonstrate strong analytical and problem-solving skills
- Exhibit excellent organizational skills and attention to detail
- Maintain time management skills with a proven ability to meet deadlines

Education:

- High school diploma or equivalent

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JOB QUALIFICATIONS - continued

- Successful completion of sixty (60) semester units of advanced coursework in human resources, business administration, or related field.

Experience:

- Three (3) years of experience in human resources; processing of employment related documents and personnel record keeping. Experience in an educational setting is desirable.

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

PHYSICAL ABILITIES:

- Able to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, safely lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator and computer keyboard

Negotiated: 05/12/2023