



SAN MATEO UNION HIGH SCHOOL DISTRICT

CONFIDENTIAL JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES GENERALIST
REPORTS TO: Deputy Superintendent of HR & Student Services **SITE:** District Office
CLASSIFICATION: Confidential **WORK YEAR:** 12 MONTH
SALARY: Range 350 – Confidential Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under the administrative direction of the Deputy Superintendent of Human Resources and Student responsible for the coordination of training and orientation logistics, conducting internal investigations, improving and maintaining administrative processes, supporting collective bargaining, managing employee benefits, preparation of reports and written materials, keeping current on human resources legislative and legal issues, and recognizing employees as appropriate. Assumes primary responsibility for maintaining and updating HR system, working closely with other HR personnel, performing a variety of human resource functions including employee relations, professional development, interpretation of policies, and processing and reviewing unemployment, long-term disability insurance, and worker's compensation claims. May coordinate the work of others. May be responsible for other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of District classified and certificated employees.
2. Prepare job announcements and place advertisements in various media, and newspaper; forward job announcements and related correspondence to other departments; and provide information to job applicants about employment procedures, examinations, selection processes, and job requirements.
3. Screen job applications to assure candidates meet minimum qualification guidelines; administer other pre-employment related tests; and conduct interviews to determine eligibility of candidates.
4. Analyze and accept or reject job applicants according to requirements established with in class specifications; assure proper communication with accepted and rejected applicants; arrange for interviews and assure compliance of interview and other examinations.
5. Responsible for hiring all substitute personnel.
6. Conduct New Hire Orientations regarding salaries, policies, procedures; assist and process employment paperwork.
7. Create and manage data information on all classified, classified management, confidential, classified substitute and temporary, and substitute teacher, using HRIS (CECC/EPICS program) computer systems including position control.
8. Maintain accurate staffing allocation; and reconcile staffing allocation to position control.
9. Serve as Complaint Compliance Official role; and conduct employee and other internal investigations.
10. Investigate complaints in accordance with the District policies and procedures. Maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance.
11. Assist and advise administrators and managers regarding employee relations and potential disciplinary action.
12. Plan and conduct classification and reclassification process, job analysis, salary and other personnel studies as directed; compile, compare and analyze related information; compute statistical data and complete comprehensive summaries and reports as assigned; recommend classification and reclassification action to appropriate administration.
13. Attend a variety of meetings, workshops, and conferences to maintain current knowledge of laws, codes, rules and regulations; provide resources for administrators, supervisors, and employees.

14. Conduct internal audits on a periodic basis to assure compliance with Federal, State, District, Educational Code and other legislation as it relates to human resources issues.
15. Manage worker's compensation claim processing and training; and coordinate back to work program.
16. Monitor long-term leaves of absence such as Family Medical Leave Act and Worker's Compensation.
17. Conduct employee interactive conversations for American Disability Act (ADA) claims and Worker's Compensation claims.
18. Monitor unemployment claims and resolve issue claims with provider.
19. Coordinate professional development activities.
20. Assist employee benefits program and support the Benefits Committee.
21. Research, compile, and analyze statistical information on certificated personnel to generate a variety of specialized reports such as CBEDS, seniority reports, and annual staffing allocation and other pertinent personnel transactions data for preparation of statistical reports.
22. Maintain and update AERIES (student data system) for CBEDS/CALPADS State reporting.
23. Compile information for preparation of school budget to assist the Business department in their interim and annual budget checks.
24. Manage and facilitate time management and absence management systems, and train employees on these systems.
25. Post and process Substitute for Adult School teacher postings and new hires.
26. Manage expiring credential and employee warrants report for Adult School teachers and substitute teachers with the San Mateo County Office of Education.
27. Serve as a resource person regarding the District's policies, and procedures including negotiated agreements, and activities by answering questions and providing information.
28. Prepare board personnel actions for all matters related to classified personnel for the Board of Trustees meetings.
29. Facilitate and assist the Employee Recognition Program.
30. Maintain current database of substitutes, identify pool of candidates that could serve as long-term substitutes; call and schedule coverage not covered by automated system.
31. Examines and verifies appropriateness of the credential held by certificated applicant and apply for the necessary credentials (emergency, waivers); collects and reviews the documents necessary for the application packet, and the processes and tracks the application.
32. Manage expiring credential reports from the San Mateo County Office of Education (SMCOE).
33. Prepare for credential assignment audits by the San Mateo County Office of Education (SMCOE) for the State of California; resolving any Adult School Teacher misassignments.
34. Prepare Adult School Teacher Consent forms for the purpose or providing written documentation that the District obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.
35. Prepare Certificated and Classified Substitute Payroll.
36. Monitor unfilled teacher and classified absences.
37. Verify and process payroll change form for Classified and Adult School Teacher salary step increases.
38. Verify and process changes in assignments.
39. Update employee handbooks and employee notifications.
40. Prepare seniority list for bargaining unit members.
41. Provide staffing data relative to negotiations.
42. Track and identify substitute's eligibility for sick leave; and verify and process substitute sick leave.
43. Collect feedback on substitute performance from school sites and departments.
44. Track, verify, and determine rate for long term substitute teacher assignments.
45. Track and verify certificated employee retirement incentive programs for payroll purposes.
46. Monitor online training and TB clearance verification.
47. Provide direction to HR Technician and verify assigned work product as required.
48. Facilitator/participate Safety and Health Committee.
49. Complete School Services of California certificated teachers salary and benefits schedule, Form J-90 report, and verify data.

50. Compile and produce an annual report on all certificated personnel for the District's annual personnel directory.
51. Write and edit various materials and procedures as needed.
52. Gather research material for various human resources related issues as directed.
53. Arrange and conduct exit interviews of employees.

EMPLOYMENT STANDARDS:

- Incumbents must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- BA/BS degree preferred in human resources or related field.
- Desirable minimum 3 to 5 years of experience in Human Resources.
- Advanced experience in HRIS management.
- Possess excellent written, verbal and interpersonal communication skills.

KNOWLEDGE OF:

- Principles, practices, methods and terminology used in public personnel administration, including job analysis, selection, recruitment, classification and compensation.
- Various governmental guidelines and regulations relating personnel selection.
- Current laws, codes, regulations and rules related to assigned personnel functions.
- Operations, policies and objectives relating to human resources activities.
- District organizational, operations, and objectives relating to personnel policies and procedures.
- Applicable sections of the State Education Code and other applicable laws.
- Techniques and tools used in the development and administration of employee examinations, position classifications, job analysis and salary surveys.
- Interviewing principles and techniques.
- Statistical analysis.
- Principles and practices of training and providing work direction.
- Letter and report writing techniques.
- Record-keeping techniques.
- Computer software programs, including advanced knowledge of word processing, spreadsheets and databases such as applicant tracking programs, and employee personnel information system program.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Research methods.
- Oral and written communication skills.

ABILITY TO:

- Analyze personnel problems and develop practical solutions.
- Perform job analyses accurately.
- Write job specifications and job announcements.
- Apply the rules, regulations and laws governing the personnel function.
- Communicate effectively both orally and in writing.
- Multi-task in a busy environment.
- Meet schedules and time lines.
- Read, interpret and apply rules, regulations, policies and procedures.
- Work cooperatively with others.

- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Work effectively with team towards common goals.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Perform mathematical calculations with speed and accuracy.
- Keyboard at a speed of 45 wpm.
- Work independently with little direction.
- Plan and organize work.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and determine appropriate course of action within clearly defined guidelines.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to sit or to stand for long periods of time.
- Ability to read fine printed materials.
- Ability to hear conversation in person and on the telephone.
- Ability to speak in an understandable voice.
- Ability to operate a computer keyboard and calculator.
- Ability to stand, reach, bend at the waist, lift, kneel and crouch to file materials.
- Ability to lift up to 20 pounds.
- Ability tolerates noise level in office working environment.

LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color,

sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.