



### 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 departments, employees, and applicants, as well as school districts.

#### **General Description**

Under general supervision, perform a variety of highly specialized human resources functions. This position is responsible for the daily support of a wide variety of human resources functions related to the recruitment, selection, employment and retention of staff.

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

- Support recruitment and selection of certificated staff in compliance with appropriate laws, rules, and County Education Office policies
- Provide new hire documents, monitor the completion of pre-employment requirements, arrange pre-employment physical examinations as necessary, process new employee records and files, and schedule new employee orientation
- Prepare contracts and compensation notices for certificated staff
- Provide technical guidance regarding proper standards and procedures required in the processing of personnel transactions
- Interpret and explain provisions of state and federal employment laws and employment-related 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, revision, and maintenance of department procedure manuals, employee handbooks, and other publications
- Assist in the maintenance of the human resources information system by administering certificated employee position control and generally ensuring the integrity, utility and availability of data and functionality of the system
- Maintain a variety of confidential personnel records, files and documents
- Prepare a variety of statistical reports related to human resources operations and salary administration
- May support interview and examination processes by scheduling and proctoring
- Assist in drafting job description revisions and gathering information about comparable positions for certificated classifications

## HUMAN RESOURCES SPECIALIST

- Oversee and maintain the employee evaluation program including monitoring timelines, sending notifications, and monitoring probationary periods
- Administer certificated employee leaves, preparing individualized correspondence regarding legal rights and timelines, and advising employees on federal and state leave protections
- Draft for review: correspondence, memoranda, reports and other documents including those of a confidential nature
- Monitor fingerprint clearance and subsequent arrest notifications for certificated new hires and employees
- Consistent with law, process all personnel transactions involving appointments and changes in employment for certificated staff
- Research employment histories and prepare layoff documentation for certificated staff
- May represent the office on committees related to human resources as assigned
- May participate in or assist in preparation for meetings and/or negotiations with labor representatives
- Attend workshops and conferences designed to maintain awareness of current and best practices in human resources
- Collect and provide data for, and assist in coordination of, annual employee recognition event
- Perform other essential job-related duties as assigned

### **Requirements**

A typical way to qualify for this classification would be:

Education: completion of 48 semester units in human resources, public or business administration, psychology, social sciences, or related field

Experience: two years of administrative or paraprofessional experience in human resources, preferably in the public sector or public education

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

### **Knowledge of:**

- Modern office practices, procedures and equipment
- Standard office productivity software applications, including word processing, spreadsheets, presentations, and videoconferencing
- Recruitment and selection procedures
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Arithmetic, including percentages and fractions
- Record-keeping practices
- Telephone and email etiquette
- Record-keeping practices



**HUMAN RESOURCES SPECIALIST**

**Ability to:**

- Learn principles and practices of public human resources administration including recruitment, selection, job description development, and compensation administration
- Learn County Education Office organization, operations, policies, objectives, and programs
- Analyze situations accurately and adopt an effective course of action
- Work independently and as part of a team
- Interact effectively with a wide variety of people within and outside the organization
- Perform arithmetic calculations with speed and accuracy
- Explain and apply laws, rules, regulations, and policies
- Establish and maintain accurate records and files
- Gather and summarize information, and prepare reports
- Plan and organize work to meet deadlines
- Operate a computer and other office equipment and use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- Communicate effectively, orally and in writing
- Maintain accurate records and files
- Maintain confidentiality of sensitive information

**Licenses and Certificates**

- Valid California driver’s license, automobile insurance required by law, and the use of a dependable automobile
- Must be eligible to be a custodian of records as required by the Department of Justice

**Working Conditions**

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.

**Salary Range 79**

*Approved by the Personnel Commission: June 24, 2024*