

Human Resources Specialist

Purpose Statement

The job of Human Resources Specialist is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information to employees regarding policies, regulations and negotiated language; addressing a variety of issues and/or providing general support; operating the sub-finder system for substitutes; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Assigned Administrator

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. advertising positions, processing applications, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Arranges training for substitutes and new employees (e.g. introducing personnel policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Coordinates full operation of substitute finder system for substitutes (e.g. onboarding paper work; placement; long term substitutes, schedules orientation, etc.) for the purpose of complying with all established guidelines and supporting classroom instruction and school operations.
- Develops a wide variety of written materials (e.g. action items for board agenda, forms, procedures, brochures, pamphlets, develops tests from Codesp system, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Interprets contract language, education code and employment regulations (e.g. unit cards/transcripts calculations, etc.) for the purpose of ensuring compliance with regulatory requirements and procedures.
- Maintains manual and electronic documents, files and records (e.g. labor contracts, vacancy listings, applicant tracking, onboarding documentation, transcripts, payroll information, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Manages employment process (e.g. advertising, processing applications, preparing screening criteria, scheduling interviews in person and via Zoom, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Monitors a variety of processes (e.g. application, credentialing, eligibility, TB testing, child care program employee certification, set-up and verify completion of mandatory safety training, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.

- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Prepares a variety of reports and related documents (e.g. identification cards, verification requests of employment, folders, paperwork, fingerprint reports, personnel board agenda items, absence reports, new hires, etc.) for the purpose of providing documentation and information to others.
- Processes documents and materials related to (e.g. employment, retirement, termination, resignations, leave absences, changes of assignment, stipends, changing status, hiring coaches and teachers, etc.) for the purpose of disseminating information to appropriate parties and ensuring proper certification.
- Processes personnel requisitions using electronic workflow systems (e.g. checks daily requisitions; routes requisitions to appropriate department; verifies information, inputs information in ESCAPE;, etc.) for the purpose of providing information and general support.
- Provides training at new teacher orientation and substitute teacher orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Supports the Human Resource management and department staff for the purpose of assisting in the performance of their work activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; analyzing data; multitasking; classifying data and/or information; customer service; and communicating effectively.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to the job functions; personnel practices applied within a school district environment; interpreting contract language; business telephone etiquette; and office practices.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; meeting deadlines and schedules; setting

priorities and working under minimal supervision; accuracy and attention to detail; adapting to changing priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2022

Salary Grade

38

Revised Date