



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Human Resources Employment Specialist: Classified Personnel Operations

PRIMARY FUNCTIONS:

Under the direction of the Director of Human Resources and the Associate Superintendent of Human Resources, provides complex administrative assistance requiring a high degree of independent judgment and discretion relating to the recruitment, selection, salary placement, and employment of all classified employees; and to ensure District compliance with laws, codes, and regulations pertaining to classified personnel. The holder of the position is designated a “confidential employee” because of related duties involving employer/employee relations.

REPRESENTATIVE DUTIES:

- Facilitate and oversee the employment process for classified employees, including recruitment functions and activities, advertising, posting of job announcements, applications, testing and screening activities.
- Compose and provide interview questions, as well as serve on interview panels.
- Prepare and maintain comprehensive and confidential personnel records and files for all classified employees.
- Provide assistance and information regarding District rules, collective bargaining agreements, and District policies and procedures to classified personnel, administrators, prospective employees and the public.
- Research and compile data and statistics for negotiations; assist District administration with statistical data pertaining to staffing and budget projections; provide salary projections, and calculate costs for new positions, including salary and benefits.
- Serve on the District negotiating team.
- Develop, maintain, and update seniority records for all classified employees.
- Provide orientation and process employment paperwork for all new classified and classified management/confidential employees, ensuring that all new employees meet employment and job requirements, including fingerprint, immigration, and TB clearance requirements; provide information regarding District practices and procedures and necessary employment forms and documents.
- Receive and process personnel requisition forms relating to hiring new classified personnel, reclassifying existing personnel, or making account changes in the personnel maintenance system.
- Operate standard office equipment, knowledge and experience with Microsoft Office Suite programs, database management and spreadsheet software programs.
- Compose correspondence; design and conduct salary surveys and compensation studies; collect

and analyze data and prepare reports and summaries; compile and provide classified personnel actions to the Board of Education.

- Determine appropriate salary placement of new and existing classified employees; prepare and distribute employment contracts and salary computation sheets to classified employees and the payroll department.
- Develop new classified, classified management and confidential job descriptions; revise/update existing classified, classified management and confidential job descriptions. Maintain masters for all District job descriptions; distribute new or revised job descriptions to all sites.
- Maintain information for classified employee evaluations; notify site and department administrators of employee evaluation deadlines.
- Attend meetings as needed, including disciplinary meetings, to provide authoritative information on classified personnel matters or to gather information required to perform personnel department functions.
- Implement/coordinate the Reduction in Classified Service process as defined in the master agreement between the District and the California School Employees Association; facilitate the layoff/bumping process.
- Interpret District policies, labor agreements, and personnel-related sections of the California Education Code as they relate to classified personnel.
- Provide information to the department leadership or District for employment, transfer, reclassification, or promotion of classified employees.
- Coordinate the preparation and maintenance of a variety of reports, records, lists, and files; oversee the compilation and maintenance of a variety of statistical analysis reports and presentations.
- Prepare and participate in reclassification studies for classified employees.
- Receive and process letters of resignation or retirement and requests for leaves of absence for classified employees.
- Maintain the 39-month reemployment list for classified employees, ensuring that all legal requirements are met.
- Establish and maintain communication with administrators to ensure the accuracy of classified staffing and funding sources.
- Resolve classified personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to the Director of Human Resources and/or the Associate Superintendent of Human Resources.
- Administer the District Drug and Alcohol Testing Program, including maintaining accurate, confidential records; coordinating random tests; processing pre-employment drug testing; and meeting annually with the California Highway Patrol Motor Carrier Specialist, who audits the drug and alcohol testing records for the previous year.

- Administer the District fingerprint program; receive and process confidential fingerprint information from the State Department of Justice; maintain information on criminal history reports.
- Initiate the process for the classified Golden Handshake; survey eligible employees to determine the interest level; calculate the cost and any savings to the District; prepare required resolution for Board of Education approval, etc.
- Work closely with the Risk Management Office in providing pertinent information that would assist with issues regarding Worker's Compensation, the Family Medical Leave Act, etc.
- Implement and monitor the recruitment and hiring process for all classified summer school positions; calculate salaries and prepare contracts for summer school employees.
- Manage and maintain the classified personnel position control system, including the creation and maintenance of all essential master files, salary schedules, and work calendars as they relate to classified employees.
- Assists in coordinating the annual budget roll to develop budgets and benefits costs.
- Perform related duties as assigned.
- The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations that pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Services and activities provided in personnel administration, including recruitment.
- Laws, rules, and regulations involved in test creation and validation, compensation, and classification activities.
- District organization, operations, policies, and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Modern office practices, procedures, and equipment.
- Statistical analysis and prediction techniques.
- Word processing methods, techniques, and programs, including spreadsheet and database operations.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Research methods and report writing techniques.

ABILITY TO:

- Assist in the administration of a comprehensive and diversified personnel program for classified employees.
- Perform responsible and difficult personnel work involving the use of independent judgment and personal initiative.
- Develop and maintain confidential personnel records.
- Analyze jobs and identify skills, knowledge, and abilities required for successful job performance.
- Respond to requests and inquiries from employees and administrators for information regarding District and personnel laws, rules, regulations, policies, and procedures.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Collect and analyze data and prepare clear, comprehensive reports.
- Compose correspondence and written materials independently.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Make arithmetical calculations with speed and accuracy.
- Operate a computer terminal.
- Communicate effectively both orally and in writing.
- Prioritize, plan, and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality in all Human Resources capacities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by coursework in personnel administration or a related field and three years of personnel department experience.

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment; subject to driving a vehicle to conduct work; occasional contact with dissatisfied individuals; fast-paced environment; frequent interruptions. Employees in this position will be required to work indoors in a standard office environment with moderate noise levels.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, bending at the waist, reach overhead, lifting, pulling, pushing items, reading various documents, and seeing to read, analyze and review complex financial data.

This position complies with the rules and regulations of the Americans with Disability Act (ADA).

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: June 17, 1986
Policy Revised: April 4, 1995
Policy Revised: June 24, 2003
Policy Revised: June 26, 2007
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