OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

# Human Resources Specialist

## JOB SUMMARY

Under general direction, performs highly specialized technical and analytical duties related to the induction and retention of personnel; coordinates the day-to-day operations of the Human Resources staff; performs as a lead in coordinating a variety of technical functions in support of the District's certificated and classified personnel programs; advises, assists and monitors the certificated workforce to ensure compliance with State and Federal credentialing requirements; coordinates recruitments and selection; assists with staffing; audits and maintains a variety of related personnel files, records and reports; maintains confidentiality of sensitive and privileged information.

## CLASS CHARACTERISTICS

The Human Resources Specialist performs technical and analytical tasks including but not limited to interpreting State and Federal laws, the Education Code, and the collective bargaining agreements. Incumbents are expected to support the employment of credentialed and classified employees in the District. This position has a variety of public contacts, a high degree of responsibility, and a high degree of expertise in credentialing and human resources procedures. The Human Resources Specialist serves as a lead in the monitoring and interpretation of credentials. Positions in this class have access to and/or direct knowledge of confidential information as defined in Government Code 3540.1 (c).

## REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

**Essential Duties:**

- Oversee, monitor, and maintain records of credentials held by all temporary, probationary and permanent certificated staff including the type of credential, major and minor areas of studies, expiration dates and subjects/grades authorized to ensure compliance with State and Federal law;
- Notify and/or update administrators and certificated staff of changes in credential requirements, and assist staff in filing for credential renewals, added authorizations, waivers and emergency credentials;
- Assign, direct, monitor, train, supervise and evaluate the performance of assigned employees;
- Participate in the employee/employer relations program, including negotiation processes, and contract interpretation and implementation;

- Coordinate and maintain the fingerprint database and serve as the prime liaison between the Department of Justice and the District;
- Organize employment, salary, and other statistical or personnel data; calculate, analyze, and summarize statistical data and prepare or extract a variety of routine or specialized reports in planning for personnel utilization; implement changes or modifications to manual and computerized systems;
- Train and help supervise the performance of staff in the Human Resources department and assist them with unusual or unforeseen problems and situations;
- Initiate the recruitment and selection process by reviewing job description, creating application supplemental questionnaire, defining minimum qualifications and preferred qualifications of the position, and provide guidance to Human Resources staff on the posting of the position;
- Establish and maintain valid seniority lists;
- Ensure that all certificated and classified staffing reports and surveys required by District Administration, Local, State or Federal agencies are prepared and submitted in a timely fashion;
- Prepare and maintain staffing lists, records of school and class enrollment numbers used to monitor that class size reduction standards are met and to monitor general fund and categorically funded positions;
- Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreement, and Federal and State regulations;
- Research and prepare collective bargaining information for use in negotiations;
- Conduct special studies and surveys on personnel related issues and prepare reports;
- Access to and knowledge of confidential information that contributes significantly to the development of management positions on collective bargaining as defined in Government Code 3540.1(c);
- Compile financial, statistical, narrative or other reports utilizing independent judgment in collecting and processing data, including bargaining unit materials of a confidential nature (pursuant to Govt. Code 3540.1(c);
- Provide support to, and participate in classified collective bargaining activities; conduct research of employment trends, legislative actions, and other information that may influence negotiations;
- Act as a liaison with the Fiscal Director to provide open and productive dialog and working relationships between the members of the two departments;
- Relieve Cabinet level administrator of procedural work and meetings, using independent judgement;
- Perform requests from Cabinet level administrator to compile, compose, and prepare confidential data, and compile data for reports for analyzing;
- Work closely and cooperatively with school site personnel and administrators;
- Serve as liaison contact with County or State credentialing offices and credentials personnel in other school districts;
- Participate in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations;
- Act as a resource for Human Resources and Personnel Commission staff.

**Other Related Duties:**

- Review employee records with employees as requested;
- Provide support in the coordination of the district layoff process;
- Serve in addition to, and also as back up to, the confidential Administrative Assistant by providing a higher level of secretarial service outside of scope of current responsibilities.

## SUPERVISION

General direction is received from the Assistant Superintendent, Human Resources.

Provide supervision to subordinate positions assigned to the Human Resources Office.

## MINIMUM QUALIFICATIONS

**Knowledge of:**

- Fundamentals, principles, techniques, and procedures of human resources management;
- Laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Principles of supervision and training;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical analysis, calculations and projections;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

**Ability to:**

- Work independently utilizing sound judgment and discretion in a wide variety of situations;
- Understand, interpret and apply complex laws, rules, regulations and policies;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with, and provide quality customer service to, a wide variety of audiences both orally and in writing;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Effectively and efficiently maintain accurate records and files;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the district;
- Maintain security and confidentiality of privileged and sensitive information;
- Direct, train and evaluate personnel.

## EMPLOYMENT STANDARDS

**Education:**

- High school diploma or equivalent;

- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or a related field is desirable and may be substituted for 2 years of the required experience;
- Advanced training or course work in the organization and supervision of human resources work or credentials is desirable.

**Experience:**

- Five (5) years of successful progressively responsible experience in a personnel office in a California school district involving, but not limited to, credentialing, recruitment and processing of certificated and/or classified employees.

## LICENSES REQUIRED

May be required to possess a valid and appropriate California Driver License.

## PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**
Safely lift, carry, push and pull up to 25 pounds; frequently sits, walks, stands; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment.

**Work Environment:**
This job operates in an office environment, predominately seated; works inside exclusively; routinely uses standard office equipment such as computers, calculator, phones, copy machines, filing cabinets, and fax machines; noise level can vary depending upon daily activity but will remain within moderate noise level range; has direct and indirect contact with public and other district staff occasionally in difficult interpersonal situations; frequently works without guidance from immediate supervisor; may require working with high volume, tight deadlines, and being subject to frequent interruptions.

## SALARY RANGE

Range C 46
Classified Confidential Salary Schedule

New classification approved and adopted by Personnel Commission 3/11/21