



Excellence for all.

Job Title: Classified Human Resources Specialist

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Director of Classified Human Resources and/or assigned designee, coordinate and participate in the daily operations of the classified human resources office; perform a variety of technical personnel work in the areas of classified personnel recruitment, selection and retention; develop and implement goals, objectives and procedures for classified personnel; maintain confidentiality of privileged and sensitive information; exercise independent judgment; provide staff support to the Director of Classified Human Resources.

Distinguishing Characteristics:

The Classified Human Resources Specialist performs at the advanced journey-level and oversees a variety of complex and specialized human resource functions. Although duties of the Classified Human Resources Technician I and II and the Specialist classifications may overlap, the Classified Human Resources Specialist performs more complex duties and has a higher level of responsibility.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Coordinate and oversee the daily operations of the classified personnel function including recruitment, classification, and salary administration.
- Perform and oversee a variety of complex and specialized human resources functions in the recruitment, examination, selection, classification, and compensation of classified employees; assist in the development and implementation of employee selection procedures; maintain current knowledge of and ensure compliance with District rules and regulations, Human Resources policies, Personnel Commission rules and regulations.
- Initiate paperwork process on new employee; provide for fingerprint, TB, and other tests.
- Coordinate and perform complete recruitment processes involving advertising, testing, interviewing, and selecting classified personnel; prepare job announcements and place advertisements in various media including the District website; forward announcements and related correspondence to other departments, agencies and identified members of the public.
- Oversee and participate in the screening of employee applications to ensure candidates meet minimum qualifications guidelines; coordinate the assembly of application and interview packets; verify eligibility and background information of applicants; verify Department of Justice (DOJ) and FBI fingerprint, pre-employment physicals and tuberculosis clearances as directed.
- Oversee and assist in the review and evaluation of job applications according to requirements establish within class specifications; schedule interviews and arrange interview locations; select panelists; explain candidate requirements, rating sheets and interview questions to panelists.
- Prepare and organize examination materials; participate in the selection of exam criteria; schedule arrange and proctor examination; explain testing procedures; distribute and collect exams; correct tests and compute scores; rank

applicants; update records and notify applicants of test results in a timely manner; maintain eligibility lists.

- Serve as liaison with/between union, employees, supervisors, administrators and outside agencies; provide detailed and technical information regarding personnel policies, procedures, laws, codes, rules, regulations, and the administration of classified human resources programs. Confer with applicants concerning job vacancies, qualification requirements and related information.
- Assist employees with questions or problems; answer inquiries concerning hiring procedure, salary and benefit questions and other personnel issues.
- Explain and apply District rules and procedures, Personnel Commission rules and regulations, and collective bargaining language; verify employment to outside organizations as requested.
- Obtain daily and long-term substitutes as requested for classified positions; maintain records of substitutes for payroll purposes; sign up substitutes for classified positions.
- Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, re-employment, seniority, examination, classification, compensation and assigned personnel functions; input employee data in assigned human resources software program; process a variety of forms and applications; prepare posting, spreadsheet, notices, and letters as assigned.
- Process request for personnel action forms for employment, leave of absences, transfers, retirements, terminations, and changes in classification or salary, longevity, leaves, layoffs, re-employment, and other personnel actions as requested.
- Conduct orientation of new employees and provides them with all new hire paperwork and assist in verifying that forms are returned and completed. Distribute District insurance packets to new full-time employees. Distribute information on PPO medical plan to all part-time employees and substitutes yearly according to Federal and State laws; assist in verifying that forms are returned.
- Track employee absences and follow up on doctor's work release, notify employees of Federal and State laws regarding sick leave, family sick leave and pregnancy leave.
- Compose a variety of correspondence including forms, special projects, legal documents, Board and Personnel Commission agendas and resolutions and other materials; receive and respond to emails.
- Provide work direction and guidance to the Classified Human Resources Assistant and/or assigned staff; direct activities and participate in annual performance evaluation as assigned.
- Prepare written, oral and performance exams, assuring exams are job related.
- Prepare probationary and annual evaluation lists and provide individual evaluation forms to administrative staff; notify of due dates; monitor receipt of evaluations; send reminder notices on late evaluations.
- Participate in the development and implementation of goals, objectives, policies, and procedures of the classified personnel office.
- Compose a variety of correspondence, forms, special projects, legal documents and letters regarding employment or other personnel matters including layoff, reasonable assurance, and vacation; respond to e-mails and provide secretarial support to the Director of Classified Human Resources.
- Update assigned databases and oversee updates on personnel records. Prepare personnel transaction reports and items for the Board agenda.
- Receive and respond to unemployment information requests from District's unemployment insurance carrier; process and send annual reasonable assurance letters to affected employees.
- Assist with salary and reclassification studies; compile information; provide information for other organizations who request information for studies and surveys.
- Maintain a variety of personnel records including seniority lists, employee rosters and re-employment lists, compile reports for federal, local, and private agencies.
- Prepare Personnel Commission agenda items and packets; take minutes of meetings; coordinate travel arrangements for members.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Assist with other department activities including professional growth program, personnel evaluations, preparing identification badges; assist the Director with annual reports and budget preparations.
- Attend and participate in a variety of meetings and professional development as assigned; represent the department

at County meetings, workshops, and conferences.

- Lead and train assigned staff; work with employees to correct deficiencies.
- Obtain substitutes for schools and District Office as required.
- Participate in budget preparation and administration as assigned.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Principles and practices of public personnel administration including recruitment, selection, examination, and salary administration.
- Pertinent federal, State, and local laws, codes and regulations affecting classified personnel administration.
- Principles of good employee relations.
- Test construction and administration procedures.
- Applicable sections of the State Education Code.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and techniques.
- Filing systems.
- Letter and report writing techniques.
- Maintaining and updating records.
- Principles of providing work direction and guidance to others.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and applicable software.
- Research techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Coordinate and oversee the classified personnel office activities and operations.
- Analyze applications and determine applicants' qualifications.
- Assure the recruitment, selection, and retention of classified personnel according to legal guidelines.
- Determine and maintain confidentiality.
- Interpret, apply, and explain pertinent laws, regulations and policies.
- Perform technical and difficult clerical work with accuracy, speed, and a minimum of supervision.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Lead and train clerical personnel.
- Analyze situations accurately and adopt an effective course of action.
- Collect data and prepare sound recommendations and reports.
- Perform mathematical calculations with speed and accuracy.
- Assist in budget preparation and administration.
- Establish and maintain complex records and files.
- Meet schedules and timelines.

- Operate a computer and applicable software.
- Communicate effectively both orally and in writing.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school diploma or its equivalent supplemented by college-level course work in personnel or a related field and three years of personnel experience in a Merit based school district office. Successful completion of the Merit examination process is required.

Licenses/Certificates: Valid California driver's license

Working Conditions:

Environment: Office environment

Physical Demands: Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time. Seeing to read various materials. Bending at the waist, kneeling to crouching to file materials.

Hazards: Contact with dissatisfied or abusive individuals.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 133

Adopted by Personnel Commission: February 2000

Revised: April 26, 2017; Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023