

PERSONNEL SPECIALIST

JOB SUMMARY

Under general supervision of an assigned administrator, coordinates employee recruitments and technical projects as related to the functions of Personnel and Human Resources.

DISTINGUISHING CHARACTERISTICS

The Personnel Specialist is a technical class that requires expertise in the principles and practices of employee recruitment and selection, and the ability to coordinate specialized projects regarding employee classification, compensation, credentialing and/or other specialized personnel functions.

This class differs from the Personnel Technician I and II and Credentials Technician in that it assists the department administrator in implementing the more technical project responsibilities and leading assigned office staff as they carry out the objectives of the department to effectively and efficiently hire and retain qualified employees.

SUPERVISION RECEIVED AND EXERCISED

The Personnel Specialist reports to the Assistant Superintendent of Personnel Services, the Director of Classified Human Resources, or other assigned administrator. This class does not exercise supervision over other positions but serves as a technical lead to assigned office staff within the department.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Coordinates and implements employee recruitment processes, selection plans, and exam schedules to ensure the efficient development of quality eligibility lists;
- Provides technical support in the development of recruitment methodologies, selection materials, and certification or credentialing processes;
- Develops, cultivates, and maintains relationships with District employees and subject matter experts including, job incumbents, hiring managers, and other related job experts to aid in recruitment and exam plan development and for understanding of the classification and organizational structures;
- Administers and leads examinations, coordinating candidates, exam raters, and District and office staff, to ensure the consistency, confidentiality, and effectiveness of a professional process.
- Ensures professional, effective, and timely communication with candidates and recruitment stakeholders during the recruitment life cycle;
- Researches and provides technical support for classification and compensation studies and specialized department projects, collecting, organizing, and presenting data for analysis;
- Coordinates new hire interviewing and onboarding processes with candidates, hiring managers, and office staff;
- Updates and maintains data, records, and reports associated with the Personnel Commission and Human Resources department functions.
- Composes written materials, reports, manuals, and correspondence related to personnel services;
- Responds to inquiries from the public, administrators, employees, key stakeholders, etc.;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: An associate's degree or equivalent college units in human resources, business, communications, or a related field is required. College-level coursework or professional training in human resources is preferred.

Experience: Three (3) years of progressively responsible experience in the field of Human Resources. Experience in a California school district personnel department and/or Merit System is preferred.

Knowledge of:

- Personnel related provisions of the California Education Code;
- Principles, practices, and procedures of employee recruitment, selection, and testing/certification;
- Laws, rules, and regulations governing assigned human resources functions;
- General human resources and personnel practices;
- Modern office procedures and equipment including computers, related peripherals, and assigned office software and online programs;
- Basic research methods;
- Simple statistical methods including preparation of forms and data analysis;
- Filing systems and telephone techniques;
- Oral and written communication skills;
- English usage, grammar, punctuation and spelling.

Ability to:

- Perform a variety of technical duties in classified personnel and human resources;
- Interpret and apply personnel practices, federal, state and District policy, rules, regulations and related law;
- Maintain personnel records and files;
- Prepare and edit reports and other materials;
- Analyze and interpret quantitative or qualitative data;
- Perform mathematical computations;
- Communicate effectively in writing, orally, in person, or on the telephone.
- Exercise discretion and judgment in handling personnel information;
- Effectively control and improve processes and workflow as well as manage workload and assigned projects in order to meet tight deadlines;
- Maintain confidentiality in all personnel matters;
- Use computers and assigned software, online programs, and other standard office equipment;
- Coordinate and lead the work of others;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

PHYSICAL STANDARDS

Work Environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work Environment: While the job incumbent works in an office environment, this position is

in direct contact with the public and other employees through telephone, electronic mails and in-person, requiring the ability to effectively manage constant interruptions while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; to verbally communicate in order to exchange information with others; regular physical attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Classified Personnel Coordinator Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	06/29/2021