MT. DIABLO UNIVED SCHOOL DISTRICT

HUMAN RESOURCES SPECIALIST (C/F)

Primary Function
Assists the Chief, ~~Executive~~ Director, Human Resources and/or the Assistant Director, Human Resources in managing recruitment and selection functions for the district and performs other human resources activities.

Directly Responsible To
Chief~~Executive Director~~, Human Resources
~~Assistant~~ Director, Human Resources

Supervision
Human Resources Assistant
Supervises the work of other classified staff as assigned.

Major Responsibilities
1. Manages recruitment activities including the announcement and advertising of job opportunities.
2. Reviews applications, credentials, and related reference materials.
3. Arranges for and conducts written examinations, oral interviews, and/or performance examinations.
4. Develops and/or updates written and performance examinations.
5. Assists with the development and updating of job descriptions.
6. Develops and conducts workshops and/or job fairs for prospective and current employees; counsels applicants, and assists with job onboarding~~.~~
7. Monitors the district substitute teacher program as assigned.
8. Coordinates assigned personnel aspects of summer and auxiliary programs.
9. Coordinates bargaining unit reclassification process as assigned.
10. Assists in gathering salary administration information to include conducting classification, salary and benefit surveys and analyzing data for inclusion in reports, audits, and recommendations for the Human Resources Department.
11. Recruits and selects substitutes and oversees operation of substitute system.
12. Provides information and assistance to employees, various departments and to the public regarding job opportunities and personnel policies, procedures, and practices.
13. Performs information gathering and data analysis as assigned.
14. Supervises office staff as assigned.
15. Develops and maintains records and makes reports relating to human resources recruitment.
16. Operates a variety of office equipment, utilizing computers with word processing software, spreadsheet and data base programs.
17. Attends job related meetings and activities specified by the Chief, ~~Executive~~ Director, Human Resources and/or the Assistant Director, Human Resources .
18. Performs additional duties assigned by Chief, ~~Executive~~ Director, Human Resources and/or the Assistant Director, Human Resources as an adjunct to regular stated duties.
19. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the immediate supervisor and/or Superintendent.
~~19.~~20. May assist with leaves, differential pay, retirement, and other duties as assigned.

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HUMAN RESOURCES SPECIALIST (C/F)

Qualifications

Knowledge and Skills

1. Knowledge of regulations, laws and policies governing public school employment.
2. Knowledge of principles, methods, and trends of public human resources administration including job analysis, classification, recruitment, interviewing and personnel selection.
3. Knowledge of statistical methods as applied to examination and recruitment analysis and processing of salary data.
4. Knowledge of terminology and characteristics of the major trades, professions, and occupations common to school district employment.
5. Knowledge of regulations and requirements of State Credentialing Commission as appropriate to duties.
6. Ability to facilitate interview panels and other groups.
7. Ability to work independently with little supervision or direction.
8. Knowledge of supervisory techniques and practices.
9. Knowledge of modern office practices and equipment including automated data and/or word processing, spreadsheet and data base programs.
10. Skill in interpreting and applying human resources rules, regulations, standards, and procedures.
11. Skill in coordinating the selection and assignment of substitutes.
12. Skill in making accurate analyses and evaluations of examination, recruitment, classification, and salary data.
13. Skill in monitoring an affirmative action program.
14. Skill in training and supervision.
15. Skill in operating a personal computer and/or computer terminal for word processing and other programs.
16. Ability to write and speak clearly and effectively.
17. Ability to establish and maintain cooperative and effective relationships with those contacted in the course of work.
18. Skill in using correspondence English, spelling and grammar.
19. Ability to handle confidential information with discretion.
20. Ability to exercise good judgment and tact.
21. Ability to speak and write effectively.
22. Ability to work effectively with all segments of the educational community and general public.
23. Ability to assemble and analyze data, and make appropriate recommendations for action.
24. Ability to design and implement procedures.
25. Knowledge of school district operations and procedures.
26. Availability for no-notice overtime as required.

Education, Training and Experience

1. Completion of two years of college with major emphasis in business, public or human resources administration. Bachelor's degree preferred.
2. Increasingly responsible, highly technical clerical work, preferably in a human resources office.
3. Experience managing and coordinating functions in a human resources office.
4. An equivalent combination of training and experience.