MT. DIABLO UNIFIED SCHOOL DISTRICT

SENIOR HUMAN RESOURCES SPECIALIST (C/F)

Primary Function

Provides complex technical support in the field of certified or classified human resources administration. Provides clerical support to the Executive Director or Assistant Director of Human Resources and supervise office staff members.

Directly Responsible To

Executive Director, Human Resources or
Assistant Director, Human Resources

Supervision

Supervises and directs the work of classified staff as assigned.

Major Responsibilities

1. Performs administrative secretarial work.
2. Maintains salary schedules and does related calculations and analysis.
3. Updates, corrects and computes employee salaries on a regular basis.
4. Ensures the maintenance and proper processing of employee human resources records.
5. Consults with and assists prospective retirees and serves as the human resources office contact with current retirees.
6. Maintains seniority lists.
7. Serves as notary public as assigned.
8. Assists the Executive or Assistant Director in all aspects of employee lay-off procedures.
9. Prepares and revises employee contracts.
10. Takes and transcribes minute of grievance, discipline and other hearings and meetings as assigned.
11. Assists in budget preparation and control.

12. Interprets policies, regulations, contractual agreements and procedures regarding human resources services.

13. Assists in the administration of the district's workers' compensation insurance program including the early return to work program as assigned.

14. Operates a variety of office equipment, including computers with word processing software.

15. Attends job related meetings and activities specified by the Executive Director or Assistant Director of Human Resources.

16. Performs additional duties assigned by the Executive Director or Assistant Director of Human Resources as an adjunct to regular stated duties.

17. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the immediate supervisor and/or Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of laws, contractual agreements, practices and procedures related to human resources office functions.

2. Knowledge of teacher credentialing requirements as required by position.

3. Knowledge of office procedures and practices.

4. Knowledge of correspondence, English, spelling and grammar.

5. Knowledge of functions and procedures of other district departments.

6. Knowledge of modern office practices and equipment including automated data and/or word processing storage and retrieval systems.

7. Skill in working independently without specific instructions.

8. Skill in handling confidential material with discretion.

9. Skill in typing, taking and transcribing dictation quickly and accurately.

10. Skill in operating personal computer and/or computer terminal for word processing and other programs.

11. Ability to deal tactfully and effectively in person and on the telephone.

12. Ability to write and speak clearly and effectively.

13. Ability to be available for no-notice overtime work as required.

14. Ability to perform technical arithmetic calculations.

15. Ability to obtain a Notary Public Commission.

16. Ability to exercise good judgment and tact.

17. Ability to cope with emergency situations.

18. Ability to work effectively with all segments of educational community and general public.

19. Ability to design and implement procedures.

Education, Training and Experience

1. Education and/or experience in public administration. Education, training or experience in human resources preferred.

2. Experience performing highly technical administrative duties.

3. Experience, training and/or education in functional human resources practices and resources.

4. Experience with high level secretarial work including the taking verbatim meeting notes as required by position.