



Job Description

Marin County Office of Education

Human Resources Specialist

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Human Resources Specialist is done for the purpose/s of supporting the Human Resources department; assisting with the department's budget; processing, monitoring, and administering a variety of human resources transactions; developing written recruiting materials; implementing employee transfer process; monitoring fingerprint clearance and subsequent arrest notifications; coordinating and scheduling meetings; and, onboarding new employees, including enrollment and administration of employee medical benefits.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with the Personnel Commission meetings (e.g. meeting setup, report preparation, required meeting documents, etc.) for the purpose of ensuring availability of items and materials necessary to effectively conduct meeting.
- Coordinates and schedules meetings (e.g. interviewees, new hires during onboarding, staff, etc.) for the purpose of gathering and/or distributing information.
- Creates and prepares annual budget reports, tracks and monitors spending against budget and account lines, and coordinates benefit activities with payroll for the purpose of ensuring materials and supplies are within budget and providing records to the business office, and ensuring proper deductions are made to employee pay.
- Develops a variety of written recruiting materials (e.g. communications, invitations, employee benefits details, etc.) for the purpose of documenting activities, providing written reference, and/or conveying Job Fair information.
- Implements the employee transfer process for certificated and classified positions for the purpose of ensuring relevant collective bargaining agreement requirements are met.
- Maintains provider and vendor relations; serves as the Marin County Office of Education's liaison with insurance carriers, vendors, temp agencies, and other outside organizations for the purpose of obtaining rate and service information from providers to support decisions about services, medical coverage, cost, and plan changes.
- Monitors a variety of fingerprint clearance and subsequent arrest notifications (e.g. employees, volunteers, county-wide substitute teachers, independent contractors, etc.) for the purpose of maintaining legal compliance with relevant laws and communicating status changes as needed.
- Monitors, reviews, and records employee status changes and contractual and legal rights (e.g. probation, reinstatement, use and exhaustion of leave benefits, access and changes to medical benefits, etc.) for the purpose of ensuring efficient processing of information and adhering to legal and/or administrative requirements.

- Participates in a variety of meetings, trainings, and interviews (e.g. monthly meetings, onboarding new hires, benefits changes during open enrollment, Job Fairs, etc.) for the purpose of conveying and/or gathering information to perform functions.
- Prepares and maintains records for continuing employees and substitutes (e.g. salary, seniority dates, leaves, medical benefits, employee record information, etc.) for the purpose of providing documentation and information as needed; ensuring accuracy of information; and, maintaining compliance with established guidelines.
- Prepares and processes a variety of forms (e.g. purchase orders, invoices, personnel action forms, medical enrollment forms, COBRA materials, etc.) for the purpose of ensuring accurate, timely, and efficient processing of documentation in compliance with MCOE requirements.
- Prepares department documents and reports (e.g. correspondence, member lists, medical benefits rates forms, etc.) for the purpose of providing written documentation and/or conveying information to appropriate personnel.
- Processes data for new hires and substitutes for the purpose of ensuring proper forms and data are on file and candidates are cleared for work.
- Responds to written and verbal inquiries from employees and/or external sources (e.g. leaves, salary schedules, medical benefits, payroll, etc.) for the purpose of providing information and/or referring to appropriate personnel.
- Supports staff inquiries regarding employment status, salaries, effective use of medical benefit provisions and alternatives, including employer/employee cost distribution for the purpose of providing accurate information in compliance with established legal practices and administrative processes.
- Updates data tables in the human resource information system to reflect current medical benefit rates and plans for the purpose of conveying information to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; decision making; preparing and maintaining accurate records; operating standard office equipment; and, utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: office practices and procedures; principles of budget development; English and grammar usage; personnel practices as applied within a public school environment; interpreting contract language; and, relevant codes, regulations, and laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and, adapting to changing priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Community college and/or vocational school degree with study in job-related area with an emphasis in human resources or related field is required.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Custodian of Records Fingerprint Clearance
Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date