Oak Grove School District

Position Description

TITLE: HR Specialist, Confidential
Classification: Oak Grove Mgmt. Association
SALARY: Confidential Salary Schedule, Range 7
DEPARTMENT: Human Resources

REPORTS TO: HR Director
WORK YEAR: 260 Days
BOARD APPROVAL: January 15, 2026

SUMMARY DEFINITION:

Under the direction of the department Director of Human Resources, the Human Resources (HR) Specialist Confidential performs a wide variety of complex and technical functions. Employees in this classification receive limited supervision from a District administrator within a broad framework of policies and procedures including but not limited to planning and organizing administrative support activities, coordinating communications, and performing responsible and complex human resources related duties. Employees in this classification perform a wide variety of responsible and complex clerical, typing, record keeping and routine administrative functions in the operation of the Human Resources Division. Employees assist and act in a confidential capacity to persons who formulate, determine and effectuate management policies in the field of labor relations and/or have access to confidential information concerning anticipated changes which may result from collective bargaining negotiations. This position requires the person to be directly involved in collective bargaining data and is thereby designated as a confidential position under collective bargaining law. This job class requires initiative and exercises independent judgment in the application and follows through on administrative decisions and policy making. Employees in this classification implement and advance diversity, equity and inclusion processes including the recruitment and retention of diverse talent while ensuring organizational consistency in applying diversity, equity, and inclusion with policies, practices, and services

REPRESENTATIVE DUTIES: (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the principal job elements.)

- Processes administrative details not requiring the immediate attention of a senior administrator
- Provides high-level administrative support for Human Resource Director to ensure they can efficiently accomplish key tasks and District initiatives.
- Executes varied activities in support of various department functions and transactions; compiles, assembles, verifies and processes a variety of data and information; resolves related issues and concerns in a proper and timely manner
- Coordinates and prioritizes work flow within the operational unit and in conjunction with other units and agencies while determining appropriate office forms and procedures
- Compiles materials, data, and comprehensive reports necessary for initial bargaining proposal development and contract negotiations
- Acts as information source regarding the District's policies, procedures, and objectives; receiving and interacting with inquiries in person and via email and phone and giving out information where judgment, knowledge and interpretations are utilized (ie. Voluntary Transfer Request, Vacation Accrual Notices, Leave of Absence Requests, and Verification of Employment Requests)
- Provides information and assistance to staff and public requiring knowledge of Human Resources policies, regulations and guidelines; provides training, direction and guidance for staff as assigned
- Provides information to departmental representatives, managers, employees, applicants, other agencies and the general public; interprets and explains personnel rules and policies; represents employing department in meetings with other departments
- Prepares electronic communication including letters, reports, memoranda, and forms
- Assists in coordinating communications within and outside the District regarding administrative and operational functions
- Responds to employee and supervisor inquiries regarding Human Resources policies and collective bargaining agreement articles
- Develops positive working relationships with employees and union representatives
- Receives complaints and initiates action to resolve the problem
- Takes official minutes or notes, using experience and judgment
- Takes and edits minutes or notes that require a substantial amount of technical terminology, organization knowledge and familiarity with laws, policies and procedures
- Prepares letters, reports, contracts and manuscripts, accurately, in proper form and layout
- Compiles agenda materials, comprehensive reports, data and varied information into final drafts for administrative approval
- Arranges committee and other meetings; prepares agendas, minutes and summaries of actions taken

- Arranges appointments, schedules and itinerary for unit administrator(s) as needed
- Arranges and schedules a variety of meetings; notifying participants, confirming dates and times, reserving facilities and preparing necessary materials
- Establishes and maintains varied and complex filing and data collection systems
- Inputs and tracks a wide variety of information/data, including confidential data, into computerized record keeping/data processing system(s). Compiles and summarizes data for distribution as needed
- Creates and maintains database for designated classified employees
- Establishes, maintains and/or monitors complex and varied files and records (including confidential) for specialized functions within an operational unit
- Reviews, analyzes, and processes data for consolidation and layoff processes
- Collects and analyzes yearly CSEA Professional Development and compiles documents for correct salary advancement for Classified Payroll
- Maintains seniority lists and the 39-month recall list of all CSEA employees
- Ensures all I-9 handling is within compliance standards.
- Analyzes official transcripts to determine salary placement for classified employees. Determines eligibility for Longevity pay and Bilingual pay
- Processes Personnel Action Forms for classified hourly employees and District Service Agreement Forms for a wide variety of personnel.
- Assists in audits and compliance reporting
- Prepares and monitors Classified Reasonable Assurance Letters with the Santa Clara County of Education to stay in compliance with EDD & UI claims
- Support the functions of CSEA and OGMA Classified Manager staffing, including reviewing and approving online paperwork from sites/departments to determine posting and changing of position data; screening applications; referring qualified candidates to open positions; hiring new staff; processing paperwork; informing new hires of pertinent information; entering information in the District employee information system; and creating personnel files
- Assists in the development of a departmental personnel program including hiring, preparing reports, and analyzing data on position vacancies, and staffing needs; and provides consultation and information to managers regarding personnel issues
- Provides orientation and receives required documentation for new employees including fingerprinting, medical reviews, etc
- Directs and trains new regular Human Resources staff as needed
- Provides mandated employer training module information to Classified staff and assigns modules and updates assignments in the software application

- Under the direction and guidance of Human Resources Administrators, administers collective bargaining agreements, administrative guidelines and provides back-up assistance on collective bargaining issues
- Participates in the collective bargaining process by preparing classification data and reports in support of negotiations
- Maintains confidentiality of privileged and sensitive information related to negotiations
- Plans and coordinates annual employee recognition event and coordinates assigned Vision Award nominations.
- Works closely with Special Education to support Instructional Assistant staffing
- Ensure that all employees receive evaluations pursuant to District policies.
- Prepare documents, compile material, and assist with the annual job fairs.
- Support managers in interviewing and evaluations of new CSEA employees
- Recruitment: Develops, plans, coordinates and administers recruitment and examination processes, including: conducting job analysis, developing recruitment plans and creative outreach techniques to attract a diverse applicant pool
- Coordinates in person and virtual interview process, develops electronic forms and arranges panel for Classified positions
- Reconciliation of credit card reports for Human Resources Director
- Schedules, proctors and corrects classified employee exams
- Educates Classified Staff on Membership and Retirement in the California Public Employee Retirement System (CalPERS) and responds to inquiries regarding CalPERS
- Research and resolve CalPERS discrepancies and notify Payroll of changes.
- Coordinate the preparation of Board of Trustees agenda items as related to CSEA
- Attends trainings and conferences for the purpose of ongoing training for improvement of professional knowledge and skills
- Attends and participates in meetings as appropriate
- Coordinates, supervises and monitors special projects, assignments and activities as assigned
- Performs other related duties

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION:

- Any combination equivalent to an AA degree or equivalent college level training, preferably in office management or business administration

EXPERIENCE:

- Bilingual skills, desired
- Five years of responsible secretarial experience, including three years as secretary to an administrator, preferably in a school district setting; two years of additional college training may substitute one year of secretarial experience; additional administrative-level secretarial experience may substitute for the college training on a year for year basis.

KNOWLEDGEABLE OF:

- Applicable laws, codes, regulations, policies, and procedures governing scope of work
- Record-keeping and report preparation techniques
- Interpersonal skills using tact, patience, and courtesy
- Correct English usage, grammar, spelling, and punctuation
- Telephone techniques and etiquette
- Oral and written communication skills
- Knowledge and use of computers and assigned software, including Google Apps for Education and Microsoft Excel

ABILITY TO:

- Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing the scope of work
- Maintain current knowledge of applicable laws, codes, rules, and regulations, as well as new developments and research in the field governing the scope of work
- Analyze situations accurately and adopt effective courses of action
- Work independently and as part of a team
- Compile and analyze information and prepare reports
- Communicate with staff, parents, and the community using patience and courtesy, and in a manner that reflects positively on the District
- Plan, organize, and prioritize work efficiently and effectively to meet schedules, timelines, and deadlines
- Establish and maintain a positive effective relationship with administrators, faculty, staff, parents, and outside agencies
- Possess a mix of knowledge, interpersonal skills, adaptability, and flexibility

- Operate various office machines, Google Suite (ie. Google Docs, Google Sheets, Google Forms, Google Calendar, Gmail), copy machines, fax, computers, and assigned software
- Communicate effectively, both orally and in written form
- Work under pressure to meet mandated deadlines
- Maintain confidentiality of private and sensitive information

WORKING CONDITIONS:

- Office environment; subject to constant interruptions and ongoing mandated deadlines
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES:

- Sit for extended periods of time
- Ability to lift, carry, push, or pull 25 pounds of materials or work equipment; reach in all directions
- Bend, twist, kneel and stoop to retrieve and file materials
- Dexterity of hands and fingers to operate a computer keyboard
- Speak clearly and communicate effectively to present to groups
- Seeing to read a variety of materials

OTHER QUALIFICATIONS:

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility, and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Division.

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our

organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.