

	<b>Human Resources Specialist</b>  (previously Personnel Technician)	<b>Classified Position</b>  Initial Date: June 24, 1998 Board Approval: May 8, 2012 Revision Date: May 8, 2012 Personnel Commission: June 20, 2012 Range: 50 Reports to Assistant Superintendent H.R.
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Performs a variety of highly responsible support services in the processing of administrative, certificated, and classified personnel programs and activities. This job class functions in a highly visible and independent manner and includes extensive contact with District staff members and the general public requiring a high degree of tact, discretion, and judgment.

**REPRESENTATIVE DUTIES:**

- Initiates, evaluates, and controls records for certificated and classified employees including, hiring documents, transcripts, evaluations, staffing, credentials, leaves, vacations, resignations, retirements and professional growth
- Assists in coordinating recruitments, prepares job announcements, receives applications and supporting material for job postings; answers job inquiries; coordinates hiring process
- Serves as a technical resource to District personnel, job applicants and the general public regarding assigned human resources functions; provides information regarding salaries, District policies and procedures to classified and certificated applicants and employees
- Maintains and monitors the substitute teacher calling system
- Processes contracts/stipends for payment; provides information regarding district coaching assignments, verifies required documentation, processes tuberculin (TB) records and CPR expiration dates
- Monitors Department of Justice (DOJ) fingerprint database and subsequent notifications
- Input and update personnel and a variety of other data and information in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents assuring accuracy of input and output data
- Interprets policies, laws, rules, and regulations with regard to personnel matters
- Administers employee benefits and the district worker's compensation program maintaining records and liaison with medical providers regarding treatment and status
- Audits benefit eligibility reports; reconciles and processes insurance invoices for payment
- Acts as resource person to the County, data processing, and outside agencies regarding District personnel matters, salary and compensation data
- Coordinates related workshops (CalSTRS and CalPERS) and events such as retirement and new employee orientation and coordinates open enrollment activities
- May receive and process information of a confidential nature; ensures such information is maintained in strict confidentiality
- Works collaboratively with the Business Services Department and District and site personnel
- Incumbents are responsible for a wide variety of personnel related assignments and frequently are required to interchange or combine assignments with co-workers during peak or priority periods of operations
- Performs special and related duties and assignments specifically assigned to program/office

**KNOWLEDGE AND ABILITIES:**

- In depth knowledge of appropriate laws and regulations (federal, state, Ed Code, Merit System, and collective bargaining agreements) pertaining to personnel matters
- Ability to see, read and communicate effectively, some positions may require the ability to speak, read, and write in another language other than English as designated by the assignment
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary

- Ability to operate a variety of standard office equipment
- Knowledge of telephone technique and etiquette
- Ability to learn, interpret, and apply procedures, standards and requirements of assigned program/office and skill in performing support function with speed and accuracy
- Skill in learning and interpreting District rules and policies related to assigned office/program operation and to apply them with good judgment
- Ability to analyze situations and take appropriate action regarding routine procedural matters without immediate supervision
- Ability to learn and use computer systems and office software programs as appropriate to assignment including but not limited to employee computer systems, data entry, purchase order requisitions, benefits and retirement databases
- Ability to pass a standardized typing test at a rate required for successful job performance
- Ability to prioritize and coordinate work flow to meet timelines
- Ability to establish and maintain effective work relationships with co-workers and those contacted in the performance of required duties

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Minimum of two years of secretarial/clerical experience is required and one year of related Human Resources administrative experience in technical personnel services is desired
- AA degree preferred and/or college-level course work in related field is desirable
- Proficiency in Microsoft Excel and other computer-based spreadsheet applications is required
- Bilingual ability may be desirable

**LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License
- May require pre-employment physical examination

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Primarily indoor working environment; office

**PHYSICAL DEMANDS:**

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.