Human Resources Specialist

Purpose Statement
The jobs of Human Resources Specialist was established for the purposes of learning and applying in the planning and organization of technical staff work for the Personnel Commission office. The position, under the general direction of the Director, Classified Personnel, performs gradually increasing responsible and independent technical personnel work relating to job analysis, classification, compensation, recruitment, training and examination (including test design, construction and analysis). The Human Resources Specialist also conducts surveys, analyzes data, takes meeting minutes, and prepares a wide variety of reports summarizing results in electronic format for Director, Classified Personnel and the Personnel Commission.

Essential Functions
- Assists in the classification studies by reviewing existing job descriptions and identifying required critical knowledge, skills, abilities and other characteristics; compare data to current duties, tasks and responsibilities; assists Director in providing information gathering and documentation with the Classification Review Advisory Committee (C-RAC) work.
- Assists in collecting salary information and comparing job descriptions from benchmark school districts for the purpose of gathering and analyzing information to make recommendations on salary schedule placement and ensuring internal equity of classified positions.
- Assists in coordinating Extended School Year staffing during intercession months for the purpose of complying with district requirements.
- Attends training conferences, workshops, webinars and seminars for the purpose of ongoing professional development in the areas of compensation, classification, recruitment, testing, selection, labor law, government codes, and merit district rules and regulations.
- Conducts interviews with employees, subject-matter experts, and managers, and conducts field audits/job observations for the purpose of gathering information related to existing duties, tasks and responsibilities for various classifications. Assists Director in providing documentation with job description revisions and recommendations to the Personnel Commission for their approval.
- Compiles data from a wide variety of sources (e.g., Board of Education decisions, Commission items, surveys, expenditures/budget, reclassification data) for the purpose of preparing reports, and making recommendations for assigned administrator.
- Conducts recruitments for open and promotional positions and lateral transfers; manages advertisements through various methods including e-mail and Internet job boards; maintains the District’s online applicant tracking system; and communicates with applicants through each phase for the purpose of attracting a diverse workforce and selecting the most qualified candidates.
- Conducts reference checks and coordinates Department of Justice background checks on applicants for the purpose of ensuring the safety, security, retention and performance of district staff.
- Designs and constructs training and experience evaluation, written test, interview and performance-based examinations for various classifications, considering relevance of test to job duties; difficulty of position, weight of frequency of duties performed; reliability of the results; and test validation methods.
- Follows Commission Rules and Regulations and responds to requests for information from staff, managers, applicants, and representatives from other merit districts, as it relates to providing data and guidance on the District’s rules, regulations, procedures, and contractual issues, for the purpose of empowering others with information necessary to make timely decisions.
• Maintains classification seniority lists for the purpose of ensuring that layoffs, bumping, Child Nutrition bidding, special assignments, overtime assignments, and re-employments are done in accordance with the Education Code, the Contract and the Personnel Rules and Regulations.

• Participates in a variety of both internal and external meetings, committees, workshops, and/or training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

• Performs a variety of Personnel Commission-related activities including the preparation of agenda notes, correspondence, and the taking and transcription of meeting minutes for the purpose of recording and supporting the Director and Commissioners in the performance of their duties.

• Schedules a wide variety of activities including oral boards, interviews, training workshops, conference rooms, and travel reservations for the purpose of making arrangements and facilitating operations.

• Works collaboratively with other human resources administrators and staff related to general staffing issues such as leaves of absence, layoffs, re-employments, Board agenda, and coordination of substitutes, for the purpose of creating seamless staffing transitions.

Other Functions

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


ABILITY TO: Perform responsible and complex personnel work relating to recruitment, classification, compensation, examinations, test analysis and construction. Maintain records and prepare reports. Operate a computer terminal. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Add, subtract, multiply and divide quickly and accurately. Plan and organize work. Meet schedules and time lines. Work independently with little direction. Establish and maintain cooperative and effective working relationships with others. Work flexible hours, depending upon workload requirements.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing direction to others. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization’s services.

Working 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, and 10% standing. This job is performed in a generally clean and healthy environment.

Entrance Qualifications

Experience Two year of professional work experience in the field of Human Resources with increasing levels of responsibility is required.

Education Bachelor degree in Human Resources or related field is required.

Equivalency Two years of course work as a full-time student at a Master level or higher, which is equal to at least 30 graduate-level semester units, in an Industrial-Organizational Psychology or similar...
Human Resources program, may be substituted for the requirement of two years of full-time professional work experience, as long as the course work is supplemented by at least 3 months of increasingly responsible applied or Internship experience within the field of Human Resources. OR

Four years of professional work experience in the field of Human Resources with increasing levels of responsibility plus an associate degree with course work in writing and human resources.

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<tr>
<th>Required Testing</th>
<th>Certificates</th>
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<tbody>
<tr>
<td>Job Related Proficiency Test</td>
<td>Valid Driver’s License &amp; Evidence of Insurability</td>
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<tr>
<td>Continuing Educ./Training</td>
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<tr>
<td>Completion of CSPCA Merit System Academy within 18 months of employment</td>
<td>Clearances</td>
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<tr>
<td>Attendance of Professional Development Technical Workshops related to Classification, Compensation, Recruitment, and Examination Design.</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<td>Tuberculosis Clearance</td>
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<td>Pre-placement Physical</td>
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<thead>
<tr>
<th>FLSA Status</th>
<th>Approval Date</th>
<th>Salary Range</th>
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<tbody>
<tr>
<td>Non Exempt</td>
<td>9/27/10</td>
<td>Classified 78</td>
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