



## HUMAN RESOURCES SPECIALIST

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### **Position Summary**

Employees in this job function as specialists with responsibility for a Human Resources program or specialty area. Specialists provide skilled administrative support to the District's Human Resources (HR) programs and are responsible for confidential and highly complex duties; the scope of responsibility is significant; and the job function has considerable impact within and outside of the department. Specialists ensure compliance with a wide variety of personnel policies and procedures, laws, board policies, administrative rules, and collective bargaining agreements; participates in the design, implementation, monitoring, and maintenance of processes, procedures and systems. The HR specialist is responsible for maintaining a broad understanding of board policies, administrative policies and negotiated agreements and sharing this knowledge with others. The position requires use of sound judgment in dealing with staff and the ability to initiate and manage projects independently.

### **Supervisory Relationship**

This position reports to the Human Resources Operations Supervisor with program oversight from the respective program administrator.

**Essential Functions** (Any one specialist's position may not include all of the listed duties, nor do all of the listed duties include all tasks which may be found in positions within this classification.)

- Communicates with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, procedures, personnel records and related legal requirements.
- Participates in the application of labor contracts.
- Recommends improvements or changes to program or operation policies and procedures.
- Maintains and processes confidential, sensitive information.
- Participates in work planning and goal setting.
- Analyzes college transcripts and assists certified staff in determining step placement on the salary schedule.
- Ensures that all teacher records include appropriate certification and Highly Qualified (HQ) status in compliance with No Child Left Behind (NCLB) laws.
- Coordinates new employee processing/orientation for the purpose of providing pertinent information regarding employment with the District.

- Monitors and provides training and guidance for assigned processes.
- Assists in the collection, preparation and review of data for reports, proposals and other formal written communications; ensures that all reports and correspondence achieve a high level of quality.
- Maintains a variety of employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee's compensation.
- Uses independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on actions.
- Works in cooperation with others to assure required degrees, licenses, credentials and tests for licensed staff are obtained in compliance with state regulations and District policy.
- Processes and completes personnel forms as necessary on new and terminating employees, ensuring that employees have appropriate credentials, licenses, examinations, etc.
- Works collaboratively with Payroll and Finance to ensure data bases are maintained accurately. Computes individual payroll changes and prepares notification to the Payroll Office.
- Maintains central personnel filing system, including salary changes, anniversary dates, vacation, sick leave, credentials for licensed staff, etc.
- Gathers and compiles information from a wide variety of sources and prepares reports utilizing a PC and several types of software programs.
- Prepares necessary District, State and/or Federal statistical reports.
- Maintains confidential files and records that may include seniority lists, salary information, absences and leaves, etc.
- Assembles background materials for meetings, gathers items for agendas and creates documents.
- May reply to routine requests for information from own knowledge or brief instruction from supervisor.

- Prepares reports and provides editorial assistance in preparing, producing and disseminating publications related to employment, staffing and other personnel topics.
- Arranges and schedules a variety of meetings; notifies participants; confirms dates and times; reserves conference sites; prepares appropriate materials.
- Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned programs.
- Maintains personnel records, employee evaluations, personnel transactions, EEO information and selected employee information including transfers, changes of status and prepares reports as requested.
- Maintains a complete set of record keeping systems including logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval; maintains and updates resource materials; maintains mailing lists.
- Learns, interprets, and applies pertinent employment federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. teachers, administrators, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Schedules a variety of meetings and employee events (e.g. licensed employee in-processing, etc.) for the purpose of meeting the needs of the department, the District and the employees.
- Attends and participates in staff meetings and in-service activities; attends workshops, conferences, and classes to increase professional knowledge.
- Communicates clearly and concisely, both orally and in writing. Establishes, maintains and fosters positive and harmonious working relationships with those contacted in the course of work.
- Drafts formal communications, newsletters, reports, letters, etc.

### **Required Knowledge, Skills and Abilities**

- Knowledge is required to perform basic math, including calculations using fractions, percentages and/or ratios.

- Knowledge of office software systems, including knowledge of HRIS including payroll systems and applicable HR/payroll processes.
- Knowledge of effective office management practices and records management techniques.
- Ability to use word-processing, spreadsheets, and database management tools.
- Ability to interpret and apply program or department information in making decisions or providing information to others.
- Ability to read technical information, interpret contract language, codes, regulations, and laws related to job functions.
- Ability to routinely gather, collate and/or classify data utilizing defined methods and processes.
- Ability to work with a significant diversity of individual and/or groups required.
- Ability to problem-solve, analyze issues and create action plans and/or alternatives.
- Ability to maintain confidentiality, establishing and maintaining effective working relationships adapting to changing priorities and working with frequent interruptions is required.
- Must be flexible and able to change projects or priorities on a frequent basis.
- Ability to meet deadlines and work independently.
- High degree of confidentiality and diplomacy.
- Ability to work as a member of a team.
- Desire to remain current concerning HR regulations and legislation.
- Effective use of oral and written communication skills.
- Knowledge of regulatory language with respect to collective bargaining agreements and labor laws.
- Ability to make independent decisions when necessary.

- Knowledge of salary schedule functions and implementation.
- Ability to make independent decisions when necessary.
- Use of judgment that is in the best interest of the District, staff and the department.
- Ability to work at a fast pace, when necessary, while maintaining a high level of professionalism in the resolution of employee issues.

## Minimum Qualifications

### Education

Bachelor's degree in Education, Business or Human Resources or related field is required.

### Experience

- Experience in customer service with attentive and patient listening skills; excellent communication skills.
- Proficient use of technology in an office setting using complex data systems.
- Responsible administrative support experience. Human Resources experience in a school environment is preferable.

*Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.*

## Work Environment

Incumbents work in a fast-paced office/school environment and may be required to work extended hours and weekends as needed.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	OSEA
<b>Pay Grade</b>	13
<b>Approved by</b>	Dr. Celia Feres-Johnson – <i>Director of Human Resources</i> ; <b>Jeralynn Beghetto</b> , Administrator – <i>School Services</i> ; <b>Paula Wolf</b> , <i>Operations Supervisor</i>
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