

**HUMAN RESOURCE SPECIALIST**Job Summary

Under the supervision of the Superintendent, serves as confidential employee facilitating the function of the Human Resources Specialist position with staff, community, public and parents; makes decisions based on sound judgment/discretion which can have a significant impact on the credibility of the District with the public; provides support necessary to relieve Superintendent and Chief Business Officer of management/administrative detail and performs other duties directly related to this job description.

QualificationsRequired:

- Possess a high school diploma or equivalent
- Five years of responsible experience in complex clerical and/or human resources
- Typing Certificate of 60 words per minute
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire"

Desirable:

- Previous experience in a public school system

Knowledge and Ability

1. Knowledge of use of Education Code, guidelines, district policies and procedures as related to human resources
2. Ability to manage and prioritize multiple tasks
3. Ability to establish and maintain effective working relationships with others
4. Knowledge of correct English grammar, punctuation and spelling, methods, practices and terminology used in general clerical and human resource work
5. Ability to evaluate and take appropriate action without direct supervision
6. Ability to operate data processing equipment, calculator, and other office equipment
7. Knowledge of various filing systems
8. Ability to research and compile data independently
9. General knowledge of District policies
10. Ability to drive a car
11. Ability to utilize proper grammar, spelling and punctuation; make accurate mathematical calculations; compile and maintain accurate records and reports
12. Understand and carry out oral and written instructions

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Meet the public courteously and tactfully while performing a variety of tasks
2. Promote good working relationships with students, staff, parents and others while preserving the privacy of confidential matters which may occur within the scope of assigned duties
3. Verify teaching credentials
4. Maintain classification records and personnel files
5. Assist in planning and carrying out recruitment programs, job announcements and publicizes job opportunities as necessary
6. Facilitates staff orientation
7. Prepares offers of employment and changes of pay and classification
8. Assists with the development and implementation of Human Resource policies, procedures and District goals

**HUMAN RESOURCE SPECIALIST**

9. Assists with planning in-service/staff development for classified staff
10. Gathers input from appropriate departments
11. Assesses personnel needs and qualifications for positions, audits and evaluates job specifications and recommends classification action
12. Administers and validates results of skill/technical tests, reviews experience qualifications
13. Schedules interviews and may serve as a member of the interview team for classified personnel;
14. Interprets Human Resource department regulations and procedures to applicants, employees, employee representatives and the public
15. Prepare projected salary for upcoming school year
16. Prepare and track long term leave documentation/letters
17. Coordinates CBEDS for the District and duties associated with this report
18. Coordinate J90 report for the District and duties associated with this report.
19. Coordinate and maintain all Workers Compensation reports and files
20. Attend various meetings/trainings within the District or outside the District
21. Other duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.