

SOUTHERN KERN UNIFIED SCHOOL DISTRICT

Position Description

Position Title: **Human Resources Specialist**

Department: District Office

Reports To: Human Resources Supervisor

Prepared By: Staff

Approved By: Board of Education

Date: November 4, 2014 (Updated 3/2016)

SUMMARY: Under limited supervision, performs a variety of administrative tasks in carrying out District's personnel policies and procedures including a wide variety of human resources programs and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Maintains confidential at all times
- Assist in the administration of the human resource functions
- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new personnel
- Develops and updates pre-employment testing and interview questions (CODESP)
- Schedules, prepares materials for interviews and contacts applicants
- Conducts pre-employment interviews for the substitutes
- Process new hires; prepare and explain employee paperwork including employee benefits and procedures; distribute, collect and process various forms
- Assists with research of information required to manage assignments for the purpose of legislative compliance and securing general information for District policies
- Schedule of employee events for the purpose of meeting the needs of the department, District and employees such welcome back breakfast and job fairs
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, transfers, personnel records and related legal requirements.
- Assists in monitoring a wide variety of personnel policies and programs for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of making career related decisions
- Interprets a variety of written materials for the purpose of ensuring compliance with regulatory requirements.
- Monitors personnel record keeping procedures for the purpose of ensuring compliance with established guidelines.
- Participates in meetings that involve a range of issues for the purpose of developing recommendations and/or supporting other staff
- Responds to written and verbal inquiries from a variety of internal and external sources
- Serves as a liaison to committees and/or organizations on behalf of the Human Resources Department
- Supports and assists in the development of human resource policies, standards and procedures to enhance departmental efficiency
- Supports and assists with CalPERS, CalSTRS inquiries and Worker's Compensation claims
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Minimum of one year experience in employee benefits procedures.
- Minimum of three years experience in Human Resources or related field
- Ability to maintain effective working relationships.
- Thorough knowledge of office practices and employee benefit procedures.
- Minimum of three years of data processing experience.
- Experience in operating a data terminal/work station.
- Associate Degree Required

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing pertinent software applications; facilitating meetings; interpersonal aptitude; and record keeping.

KNOWLEDGE: Basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; codes, regulations & laws related to the job functions; bookkeeping/accounting practices; English grammar/punctuation/ spelling/vocabulary; office equipment/software; organizational structure design; and office practices.

ABILITY: To schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting schedules/deadlines; adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; innovation; multitasking; organizing; prioritization; reliability; taking initiative; and teamwork.

LANGUAGE SKILLS: Ability to read a variety of correspondence, reports, ordinances, forms, charts, etc. Requires the ability to prepare correspondence, reports, budgets, personnel records, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and/or signal people to convey or exchange information; includes giving instructions, assignments or directions to subordinates or assistants. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Employee will adhere to all state and federal codes, administrative regulations, statues, laws and school board policies. Employee must exercise initiative and independent judgment in ensuring proper administration of personnel programs. Employee must also exercise tack and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations.

OTHER SKILLS and ABILITIES: Personal Computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the district community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.