



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Human Resources Specialist* # 2230

SALARY PLACEMENT: Range B, Classified/Confidential Supervisory Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

High school diploma or equivalent of the completion of the twelfth grade, plus two years of advanced personnel training or business/computer courses obtained through a college or vocational school. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Advanced Macintosh computer skills, including knowledge of Word, Pagemaker, FilemakerPro, and Excel.

MINIMUM EXPERIENCE:

Three years of varied and progressively responsible human resources experience at an administrative level.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of: Principles, methods and practices related to personnel procedures. Federal and State laws, California Education Code, departmental policies and procedures. Basic office methods, practices, and procedures, including filing systems. Public relations. Letter and report writing. Standard office machines including computers and Dictaphone. Proper English usage, spelling, grammar, and punctuation.

Ability to: Understand and apply principles, techniques, and procedures required for effective job performance. Interpret, explain, and apply personnel polices, laws, rules, and regulations. Analyze situations accurately and adopt an effective course of action. Respond promptly to requests of internal and external clients. Provide needed information, assistance, training, materials, and resources. Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established time lines including maintaining accurate records and files. Perform duties requiring independent judgment and initiative under the stress of strict deadlines. Perform mathematical calculations with speed and accuracy. Typing/word processing at a minimum of 55 wpm. Communicate clearly and concisely both orally and in written form. Establish and maintain cooperative-working relationships with those contacted during performance of job duties. Maintain and improve professional skills and knowledge. Be flexible and receptive to change.

Human Resources Specialist

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SUMMARY OF POSITION:

Under general direction of the Director of Personnel, performs a wide variety of complex and responsible duties related to the day-to-day supervision of assigned human resources functions, including recruitment, selection, employment compensation, affirmative action and employee/employer relations of certificated and classified employees; assign, direct and monitor the work of others. Does related work as required. This is a classified confidential position.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Perform a wide variety of complex and responsible duties related to the day-to-day supervision of assigned human resources functions including recruitment, selection, employment, compensation, affirmative action and employee/employer relations of certificated and classified employees.
2. Gather, compile information and prepare affirmative action reports.
3. Maintain re-employment lists.
4. May take minutes of collective bargaining sessions.
5. Prepare employee notifications as necessary.
6. Explain the County Board of Education policies and procedures, collective bargaining contracts and agreements and other rules, laws, contracts or procedures to applicants, candidates, employees, and others.
7. Provide support for the Manager; coordinate flow of communications; draft correspondence and other material as requested by the Manager.
8. Make routine decisions and direct activities in the absence of the Manager.
9. Maintain strict confidentiality on all job-related matters.
10. Gather, review, and compile information and prepares accurate and comprehensive reports and surveys with deadlines as assigned.
11. Maintain records and prepare notices and document in connection with contracts, assignments, tenure, resignations, leaves, layoffs including Personnel Action Orders.
12. Prepare correspondence independently on matters not requiring personal attention of Manager.
13. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
14. Plan, develop, and implement office procedures.
15. Transcribe from Dictaphone, handwritten notes or dictation and types letters, memoranda, and reports as assigned.
16. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
17. Attend work-related conferences and seminars.
18. Make mathematical calculations with speed and accuracy.
19. Perform other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.

PHYSICAL REQUIREMENTS: (CONTINUED)

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff and the public.