



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Human Resources Specialist # 2230

SALARY PLACEMENT: Classified/Confidential Supervisory Salary Schedule
Range 1

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

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

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Advanced computer skills, including knowledge of Word, PageMaker, FilemakerPro, and Excel. 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. 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 policies, 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.

SUMMARY OF POSITION:

Under general direction of the Director of Human Resources, performs a wide variety of complex and responsible duties related to the day-to-day human resources functions, including recruitment, selection, employment compensation, 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 human resources functions including recruitment, selection, employment, compensation, and employee/employer relations of certificated and classified employees.
2. Maintain re-employment lists.

3. May take minutes at meetings.
4. Prepare employee notifications as necessary.
5. Explain the policies and procedures, collective bargaining contracts and agreements and other rules, laws, contracts or procedures to applicants, candidates, employees, and others.
6. Provide support for the Director; coordinate flow of communications; draft correspondence and other material as requested.
7. Make routine decisions.
8. Maintain strict confidentiality on all job-related matters.
9. Gather, review, and compile information and prepare accurate and comprehensive reports and surveys with deadlines as assigned.
10. Maintain records and prepare notices and documents in connection with contracts, assignments, tenure, resignations, leaves, layoffs including HRA's.
11. Prepare correspondence independently on matters not requiring personal attention of Director.
12. Prepare a variety of communicative subject matter that may include privileged and highly sensitive material.
13. Plan, develop, and implement office procedures.
14. Transcribe handwritten notes or dictation and types letters, memoranda, and reports as assigned.
15. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
16. Attend work-related conferences and seminars.
17. Make mathematical calculations with speed and accuracy.
18. 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.
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.

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