

HUMAN RESOURCES SPECIALIST

DEFINITION

Under general supervision, perform specialized and responsible clerical tasks concerning absence reporting and substitute placement; responsible for a functional unit of activity which may include entry, control, and manipulation of data in computerized personnel records and database system; provide information and assistance in person and on the telephone to District personnel, staff, and the public regarding personnel matters; perform routine administrative tasks for more than one manager/supervisor; and do other related work as required.

EXAMPLES OF DUTIES

Perform specialized and technical clerical work involving analysis of a variety of materials and a thorough familiarity with personnel policies, regulations, practices, terminology, and applicable legal provisions; may organize, coordinate and lead personnel tasks; compile a variety of narrative and statistical reports; investigate, search and locate sources of information; devise forms to compile and extract data and determine report formatting; answer questions regarding complex and technical data, give explanations of laws, policies or procedures; may perform complex and technical clerical functions using independent judgment, referring only unusual matters to supervisors; establish and maintain alphabetical, numerical, subject matter and other classification files and catalogues; prepare indices and cross reference files concerning a variety of files and records; initiate and receive a variety of telephone and personal contacts from District employees and the public concerning the technical and responsible functions of the work unit; distribute, screen, and process employment applications and other personnel-related documents; schedule and process Live Scan fingerprinting for District employees, job applicants, and members of the public; prepare and submit board agenda items pertaining to District personnel; may assist in the orientation and training of personnel; operate a computer terminal, word processing equipment, and prepare input material for use with a computer-assisted information management, storage and retrieval system; may assist District personnel and the general public in completing a variety of forms and documents; may coordinate posting of information and data to records and/or files which have legal, administrative, or confidential significance; contact and assign substitute personnel to replace absent employees; perform other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures and techniques;
Correct English usage, spelling, grammar, punctuation and arithmetic concepts;
Computer terminology and a working knowledge of various software programs;
Basic techniques and strategies of planning and organization;
Effective reception and/or telephone techniques, correspondence and report writing and proofreading;
Standard office machines, equipment, and computers;
Operational procedures, policies, rules, regulations and legal provisions specific to the assignment.

Ability to:

Perform complex and specialized clerical work concerning employee absence reporting and substitute placement utilizing independent judgment, and requiring speed and accuracy;
Operate modern office equipment/machines such as a scanner, copy machine, calculator, computer terminal and printer;

Ability to (continued):

Prepare clear, concise and comprehensive reports;
Communicate effectively in both oral and written forms;
Organize, coordinate, and lead the work of personnel;
Accurately interpret legal mandates, District policies, rules and regulations, and apply them to a variety of operational procedures;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially, culturally, and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy;
Capable operation of computer equipment;
Aptitude to perform a variety of specialized and responsible tasks, maintain records, meet schedules, and deadlines.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, office management, record management and storage and retrieval systems.

Experience:

Two years of responsible or specialized clerical experience, preferably in a public school organization, including some experience in organizing and coordinating specialized clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I