

CONFIDENTIAL HUMAN RESOURCES SPECIALIST

Suggested PRI: Confidential / Management 13

JOB SUMMARY:

Under the direction of the assigned administrator, provides complex support to administrative personnel; coordinates activities of assigned Human Resources staff; manages day to day operations of the department; performs complex and sensitive human resources analytic work.

ESSENTIAL FUNCTIONS:

- Compile data from a variety of sources (e.g. enrollment projections, staff vacancies, rehire lists) for the purpose of complying with Collective Bargaining Agreements, financial, legal and/or administrative requirements.
- Coordinate a variety of activities related to layoff and reemployment for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintain a wide variety of confidential manual and electronic documents files and records (e.g. Bargaining proposals, reassignments, reemployment, return from leave, displaced employees, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Communicate with the public, prospective employees, district administrators and other employees regarding complex and technical human resources matters.
- Monitor assigned department activities and tasks to ensure adherence to related District procedures and requirements; serve as a primary liaison for program related questions and concerns.
- Monitor a variety of activities for the purpose of achieving goals and meeting target dates.
- Participate in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information and supporting the needs of the attendees.
- Prepare a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, operational procedures, employment contracts, manuals, handbooks, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Process documents and materials for the purpose of disseminating information in compliance with administrative guidelines and/or state and federal program requirements.
- Research a variety of topics related to layoffs (e.g. seniority, layoff/recall procedures, current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Respond to a variety of inquiries from a variety of internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.
- Support assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Train and direct the work of assigned personnel for the purpose of maintaining necessary staffing

and enhancing productivity of staff.

- Perform related duties as assigned.

KNOWLEDGE OF:

- Collective Bargaining Agreements and applicable federal statutes, education code, laws and regulations and related case law pertaining to Human Resources administration.
- Quality customer service skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- English communication skills including reading and writing; ability to edit for purpose, style, clarity, grammar and punctuation.
- Report preparation (i.e. Power Point) and presentation methods.

ABILITY TO:

- Work under limited supervision following standardized practices and/or methods.
- Direct other persons within a small work unit.
- Track budget expenditures.
- Utilize resources from other work units.
- Perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Plan and manage projects.
- Operate standard office equipment including pertinent software applications.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Read technical information, compose a variety of documents, and/or facilitate group discussions.
- Solve practical problems.
- Schedule a number of activities, meetings, and/or events.
- Routinely gather, collate, and/or classify data.
- Communicate with diverse groups.
- Display tact and courtesy.
- Maintain confidentiality.
- Set priorities.
- Be attentive to detail.
- Establish and maintain effective working relationships and work as part of a team.
- Work with frequent interruptions.
- Work with others in a wide variety of circumstances.
- Analyze data utilizing a variety of complex processes.
- Operate equipment using standardized methods.
- Work with a significant diversity of individuals and/or groups. Work with data of varied types and/or purposes.
- Utilize job-related equipment.

- Problem solve to analyze issues and create action plans.
- Independently interpret guidelines.
- Problem solve moderately difficult issues utilizing technology and/or computer applications.

EDUCATION:

A combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in human resources administration, business administration, public administration or other appropriate field, and one year of recent, related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).
- District pre-employment assessment/performance examinations (Basic skills and Microsoft Office computer applications).
- Current typing certificate of 45 words per minute or more.
- Post offer physical examination and drug screen.
- Fingerprint clearance from the Department of Justice and FBI.
- Current X-ray or tuberculin skin test before employment and every four years thereafter.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

ENVIRONMENT:

This job is performed in a generally clean and healthy environment.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.

Board Approved: