



**MILLBRAE SCHOOL DISTRICT  
PERSONNEL SPECIALIST  
CONFIDENTIAL SALARY SCHEDULE, RANGE 25  
12 MONTH**

**QUALIFICATIONS**

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|---------------------------------|--|
| A. Education                    | Required: High School Diploma or the equivalent, supplemented by coursework in appropriate fields. May substitute comparable experience for formal training.                             |
| B. Experience                   | Desirable: Associate's or Bachelor's degree<br>Required: Three years of increasingly responsible clerical experience<br>Desirable: Personnel related background within a school district |
| C. License or<br>Certifications | NA   |

**POSITION DESCRIPTION**

Under the general supervision of the Superintendent and Chief Business Official, this confidential position is responsible for the operation of personnel functions and personnel related matters for employees and substitutes. This position is also responsible for duties related to the employment and retention of certificated and classified personnel, the processing and maintenance of personnel actions, records, and reports, maintain the District's absence management system, and other personnel related work as required.

**DUTIES AND RESPONSIBILITIES**

- A. Receives information concerning certificated and classified position vacancies; prepares and distributes job announcements and/or advertisements; receives and reviews applications; schedules necessary examinations and coordinates with interview committees.
- B. Processes necessary papers for new employees; enrolls new employees in medical and dental insurance and other benefit programs; explains fringe benefits; and advises new employees on district personnel policies and on STRS/PERS retirement plans if eligible.
- C. Verifies and monitors credentials, TB test results, and fingerprinting; gathers, analyzes, and maintains data related to credentials, completed units, years of service, college majors and minors, tenure and seniority rights, initial salary placement, and salary advancement for professional growth or step increases.
- D. Recruits substitute staff and verifies qualifications.
- E. Maintains confidential files and records related to personnel transactions, contract administration, and negotiations; receive and process grievances and complaints.



- F. Submits personnel reports to the Board of Trustees, listing changes in personnel including employment ratification, change in status, leaves of absence, retirements, and resignations; notifies affected employees of Board action.
- G. Maintains sick leave and vacation records; processes employee absence records; and submits reports to Payroll for all payroll deductions resulting from absences.
- H. Distributes and maintains employee evaluation forms in accordance with district policy.
- I. Maintains and updates job descriptions, recruitment material, brochures, job posting, web page advertisement, coordinates recruitment practices and the process to fill vacancies for both certificated and classified staff (to include contracted services).
- J. Attends meetings outside of the district on matters pertaining to personnel, as requested by supervisor.
- K. Responds to employment verification requests; performs other related duties as assigned.
- L. May be required to travel between work sites
- M. Other related duties as assigned

## REQUIREMENTS

Knowledge of:

- A. The functions and basic operations of an administrative office.
- B. Effective record-keeping systems and procedures.
- C. Principles, methods, practices and procedures of personnel management.
- D. Legal mandates, policies, regulations and guidelines pertaining to personnel.
- E. Modern office machines, practices and procedures, including word processing, data processing and computer technologies.
- F. Correct English usage (oral & written), spelling, punctuation and arithmetic.

Ability to:

- A. Compile and maintain accurate personnel records and prepare routine reports and correspondence.
- B. Learn, interpret, and apply pertinent personnel policies, rules, laws, regulations, and employee bargaining agreements.
- C. Establish and maintain cooperative and effective working and public relations, demonstrating the qualities of tact, diplomacy, poise, initiative, cooperation and flexibility
- D. Understand and carry out oral and written instructions
- E. Communicate effectively in both oral and written forms; informatively, timely and accurately
- F. Compose correspondence independently
- G. Type proficiently from clear copy; timely and accurately
- H. Maintain confidentiality of information and materials



### PHYSICAL DEMANDS

This position requires stamina sufficient to stand or sit for extended periods of time, bending at the waist, kneeling or crouching to retrieve and file materials and mobility sufficient to move from desk to cabinets and files within office. This person must be able to accurately articulate clearly both in person and by telephone, understand what is read and heard and read and write clearly and appropriately. Vision sufficient to read fine print. Manual dexterity sufficient to operate a computer keyboard, copier and related office equipment. Lift and carry up to 30 lbs.

### ENVIRONMENTAL CONDITIONS

Office environment. No extreme climatic conditions are involved. The noise level is moderate with no known vibrations, hazards, or atmospheric pollutants present.

### WORK YEAR

12 Months