

Human Resources Specialist-Certificated

Purpose Statement

The job of Human Resources Specialist-Certificated is done for the purpose of providing support to the delivery of human resource services with specific responsibility for developing, administering and maintaining complex processes for the District; supporting department staff; hiring staff; managing leaves of absence; providing information and support to applicants and employees; maintaining records; and completing assigned projects and tasks.

This job reports to Assigned Supervisor

Essential Functions

- Analyzes employment history for the purpose of completing verification of employment forms.
- Attends meetings, workshops and seminars for the purpose of gathering information required to perform job functions.
- Compiles data from a variety of sources (e.g. applicants, employees, benefit carriers, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates and attends job fairs for the purpose of recruiting and hiring certificated staff and providing District employment information to prospective employees.
- Creates and maintains a variety of materials (e.g. handbooks, applications, personnel forms, etc.) for the purpose of providing information to certificated staff.
- Creates and maintains a variety of employment files (e.g. applicants, seniority and eligibility lists, Board policies, Education codes, state and federal laws, salary and eligibility, personnel records, etc.) for the purpose of ensuring accuracy of employee compensation, maintaining eligibility for position, and complying with mandated requirements.
- Generates necessary data and reports for the purpose of ensuring accurate dissemination of information to personnel and requesting entities.
- Interprets language of collective bargaining agreement for the purpose of enhancing employee understanding.
- Manages all aspects of onboarding processes for new hires for the purpose of orienting employees, determining initial salary placement and complying with established guidelines and collective bargaining agreements.
- Manages a variety of calculations and procedures regarding leaves of absence and position control for the purpose of ensuring accuracy and historical documentation.
- Prepares and organizes materials for administrator interview panels for the purpose of assisting with the processing of interviewing and selection of new staff.
- Presents new information and procedural changes to administrators, employees and new hires for the purpose of ensuring communication and implementation of vital Human Resources policies and information.

- Provides information and support to site administrators and office staff for the purpose of providing ongoing professional development.
- Researches certification components, employee history, personnel records, and Education Code (e.g. family leave, collective bargaining agreement, Board policy, District and department practices, etc.) for the purpose of ensuring compliance with state and federal laws.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; planning and managing projects; operating standard office equipment; maintaining high attention to detail; organizing and managing a high volume of work during April-October; multi-tasking and prioritizing work during periods of high demand.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Board Policies; SRVEA/SRVUSD Bargaining Agreement and subsequent MOUs, SRVUSD Policies, Certificated HR Department Practices, Education Code components, FMLA/CFRA/PDL regulations; FTE/Allocations for sites, and Position Control; business telephone etiquette; codes/laws/rules/regulations/policies; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; understanding and synthesizing detailed information; adapting to changing priorities; working with frequent interruptions; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; organizing tasks; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under minimal temperature variations.

Experience: Four years of clerical experience including one year in an educational environment.

Education (Minimum): High School Diploma or equivalent. College level coursework preferred.

Required Testing

None Required

Continuing Educ. / Training

Maintain Certificates and/or Licenses

District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 22