

Human Resources Specialist-Classified

Purpose Statement

The job of Human Resources Specialist-Classified is done for the purpose of providing support to the delivery of human resource services with specific responsibility for supporting department staff; managing complex classified employee processes; providing information to applicants and employees; maintaining records; and completing assigned projects and tasks.

This job reports to Assigned Supervisor

Essential Functions

- Analyzes employment history, personnel records, Board policy, collective bargaining agreements, and education code to determine eligibility for paid/unpaid long-term leaves for the purpose of ensuring compliance with state and federal.
- Assists employees with long term leave of absence processes (e.g. eligibility, return to work dates, leave restrictions, SDI, etc.) for the purpose of ensuring employees are knowledgeable of available leaves opportunities and rights.
- Attends meetings, workshops and seminars for the purpose of gathering information, presenting information, and ensuring current processes and procedures and requirements are clearly communicated and understood.
- 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 pre-employment proficiency process for the purpose of ensuring employment eligibility.
- Creates duty year calendars for the purpose of informing employees of their required work days, holidays, vacations, and non duty days and providing required data to bargaining units as requested.
- Maintains an inventory of items (e.g. handbooks, applications, benefit packets, personnel forms, etc.) for the purpose of ensuring their availability as needed.
- Maintains a variety of employment files and records and compiles pertinent employee information (salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee compensation, leave status, position eligibility, and complying with mandated requirements.
- Manages employment processes (e.g. job postings, review applicants, release information to managers, callbacks, scheduling interview notifications, etc.) for the purpose of meeting District staffing requirements and complying with established guidelines.
- Prepares a variety of reports and related documents (e.g. leave of absence forms, recruitment packages, employment brochure, Compensation Surveys, Reasonable Assurance letter, etc.) for the purpose of providing documentation and information to internal and external sources.
- Processes documents and materials (e.g. applications, changes in employment status, payroll changes, etc.) for the purpose of disseminating information to appropriate parties.
- Provides information and support to site administrators and office staff for the purpose of sharing information, providing clarification, and assisting in resolution of issues and concerns.

- Responds to written and verbal inquiries from a variety of internal and external clients for the purpose of providing information and direction related to human resources services.
- Reviews interview recommendations for the purpose of notifying applicants, forwarding recommendations to appropriate administrative personnel, and providing assistance in hiring completion process.

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; utilizing pertinent software applications; analyzing data; applying assessment instruments; classifying data and/or information; and promoting activities and/or events.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Board Policies; Bargaining Agreements and MOUs; SRVUSD Policies; Classified HR Department practices; Education Code components; FMLA/CFRA/PDL regulations; FTE/Allocations for sites; business telephone etiquette; codes/laws/rules/regulations/policies; and recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with 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 analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; working with detailed information; adapting to changing priorities; training others; assessing issues; analyzing HR components for classified employees; working with frequent interruptions; accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; communicating with diverse groups; displaying tact and courtesy; meeting deadlines and schedules; multi-tasking; 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 resources from other work units is often 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

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

Education (Minimum): High school diploma or equivalent. College level coursework preferred.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintain Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 22