



For the future of every student

## **CLASS TITLE: HUMAN RESOURCES SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of an assigned Human Resources Administrator, perform a variety of specialized duties in support of human resources functions such as recruitment and selection, credentialing, personnel database development, and employment screening and processing; prepare and maintain a variety of manual and automated personnel records, reports and files; serve as a technical resource to employees, applicants and others regarding assigned personnel functions.

### **DISTINGUISHING CHARACTERISTICS:**

The Human Resources Assistant performs a variety of clerical duties in support of human resources activities and transactions. The Human Resources Technician independently performs technical and office administrative support work, and may assist higher-level administrative staff with advanced assignments. The Human Resources Specialist has developed expertise in one or more specific human resources disciplines, including but not limited to recruitment and selection, credentialing, personnel database development, staffing and/or substitute management. The Human Resources Analyst is a senior level position, requiring specialized knowledge in recruitment and examination as well as classification and compensation.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of specialized duties in support of human resources functions such as recruitment, credentialing, personnel database system development and employment screening and processing; prepare, process and evaluate a variety of personnel forms, documents and applications; resolve a variety of complex personnel-related issues and concerns in a proper and timely manner.

Develop and maintain automated database(s) and information systems for personnel as required; utilize computer system to input and update a variety of data; establish and maintain automated employee files and records; initiate queries and generate a variety of computerized lists and reports; assure accuracy of input and output data; assure systems meet department processing needs.

Review and evaluate personnel assignments and applications to assure compliance with position requirements and related policies, laws and regulations; implement and maintain systems to track and manage position requirements; may review and evaluate credentials and renewals to assure employee credentials are aligned with assignments and classification requirements.

Serve as a technical resource to District personnel, applicants and the public regarding personnel functions; respond to inquiries and provide detailed and technical information which may include position vacancies, credentials, salary schedules, assignments and related standards, processes, guidelines, time lines, issues, requirements, laws, codes, regulations, policies and procedures.

Receive, screen and evaluate employment applications and transcripts for minimum qualifications; verify applicant eligibility, employment, work experience, certification, reference and background information; coordinate and arrange interviews as required.

Prepare and maintain a variety of narrative and statistical records and reports related to personnel, substitutes, assignments, absences, credentials or renewals, licenses and certifications, and other assigned activities; audit records for accuracy and completeness; make changes as needed.

Assist in coordinating the hiring process for employees; prepare and distribute job vacancy announcements; continuously partner with designated team to design, refine, and implement innovative recruiting strategies; stay active with current job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements; assist in establishing recruitment time lines and related administrative calendars.

Calculate and determine appropriate salary placement for employees; may be assigned to analyze credentials and transcripts to assure proper salary schedule and placement; process salary adjustments; prepare and process employee information for payroll; process pay holds as assigned.

Review, evaluate and process documents relating to the certification of personnel including credentials and transcripts; assist certificated staff with obtaining, maintaining and renewing valid and appropriate credentials as requested.

Review computerized reports to assure computer system compliance with established goals and standards; provide input to technology personnel or designated team concerning computer and system needs; assist in the development of documentation and process guides related to personnel database systems.

Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns; initiate and receive telephone calls; investigate and resolve personnel-related complaints and conflicts as directed.

Operate a variety of office equipment, computer and assigned software.

Process personnel transactions involved in appointments and separations of substitutes.

Research, compile, assemble and evaluate a variety of human resources data and information; participate in a variety of special projects and surveys as requested.

Attend and participate in various meetings, workshops and special events as assigned.

Other duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Human resources office functions, practices and procedures.

Best practices and procedures related to personnel.

Principles, techniques, procedures and terminology involved in the recruitment, screening, credentialing, processing and compensation of personnel.

Applicable laws, codes, rules, regulations, policies and procedures.

Operations, policies and objectives relating to human resources activities.

Record-keeping and report preparation techniques.

State credential requirements and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office procedures and record-keeping techniques.

Record retrieval and storage systems.

Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Data control procedures and data entry operations.  
Mathematic calculations.

**ABILITY TO:**

Perform a variety of specialized duties in support of human resources functions such as recruitment, credentialing, personnel database development and employment screening and processing.  
Review, process and evaluate a variety of documents and information to assure personnel hold valid and appropriate credentials, licenses and/or certifications in accordance with position requirements.  
Develop and maintain automated database(s) for personnel as required.  
Prepare and maintain a variety of manual and automated personnel records and files.  
Serve as a technical resource regarding personnel functions.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Prepare announcements for job openings and place advertisements.  
Verify and evaluate transcripts, records and applications to determine eligibility for employment.  
Assist with and assure proper placement and assignments of staff.  
Resolve personnel-related issues and concerns in a proper and timely manner.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate standard office equipment including a computer and assigned software.  
Work independently with little direction.  
Meet schedules and time lines.  
Compile and evaluate information and prepare comprehensive narrative and statistical reports.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent) supplemented by college-level course work in human resources management, business or related field, and three years related human resources clerical or technical experience supporting various human resources functions. Human Resources experience in an educational environment desired, but not required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders and horizontally.