

# Job Description

Los Banos Unified School District

## Human Resource Specialist (Confidential)

### Purpose Statement

The job of Human Resource Specialist (Confidential) is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information to employees regarding policies and regulations; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Assigned Administrator

### Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. analyzes certificated credentials, advertising positions, processing applications, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Communicates with other employees, departments, administrators, applicants and the public (e.g. sub lists, leave status, status changes, meeting schedules, etc.) for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Coordinates employment process (e.g. writing/editing job descriptions, advertising, processing applications, preparing screening criteria, administering/evaluating tests, scheduling interviews, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Develops a wide variety of written materials (e.g. leave information spreadsheets, contracts (certificated), forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees and applicants regarding a variety of procedures and program requirements (e.g. job requirements, leave balances, hiring status, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Maintains manual and electronic documents, files and records (e.g. personnel files, TB verifications, fingerprinting, leave requests, work hours, vacation/sick time accumulations, sub lists, labor contracts, vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes (e.g. application, eligibility, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Prepares a variety of reports and related documents (e.g. audits, reviews, verification requests of employment, folders, paperwork, fingerprint reports, personnel board agenda, etc.) for the purpose of providing documentation and information to others.

- Presents information on a variety of topics (e.g. labor relations, affirmative action, employment, credential requirements, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Processes documents and materials (e.g. new hire requests, salary/benefits calculations, new hire paperwork, benefits (disability, retirement, workman's comp) paperwork, nominations for move in pay, etc.) for the purpose of disseminating information to appropriate parties.
- Recruits candidates for classified and certificated job openings for the purpose of filling vacant positions within the district.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Supervises personnel record keeping procedures (e.g. recruiting, hiring, placing and promoting personnel, etc.) for the purpose of ensuring compliance with established guidelines.

### **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 potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ. / Training**

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/8/2017

**Salary Grade**

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