

## **MODESTO CITY SCHOOLS**

### **JOB DESCRIPTION**

#### **HUMAN RESOURCES SPECIALIST**

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##### **DEFINITION:**

Under the direction of the Deputy Superintendent, Chief Human Resources Official, perform a variety of technical duties in support of human resources operations and activities; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of technical duties in support of human resources operations and activities; participate in the hiring process for classified employees; maintain Classified Vacancy List for recruitment purposes; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.
- Participate in the recruitment, screening and processing of new personnel according to established procedures; determine employee eligibility for lateral transfers; prepare and distribute announcements for job openings.
- Receive department recommendations for vacant positions; ensure approval and place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview and new hire packets.
- Collect and process various employment forms and applications; arrange and follow-up for clearance on fingerprints.
- Monitor and maintain employee evaluation list; communicate with staff and departments regarding evaluation deadlines and/or late evaluations; notify sites/staff of upcoming new hire probation period end dates; notify union representatives of vacancies; provide updates on position vacancies being filled and expiring past 60-day vacancy status.
- Monitor and maintain records for Cardiopulmonary resuscitation (CPR) certification and staff requiring updates; communicate with staff/ department supervisors requiring certification renewals.
- Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.
- Maintain automated employee records and files; generate a variety of computerized lists and reports; ensure accuracy of input and output data.
- Provide information to new employees regarding vacation days, sick days and related rules and regulations.
- Operate a variety of standard office equipment including a computer and assigned software.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.
- Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

##### **REQUIRED QUALIFICATIONS:**

###### **Education and Experience:**

- Any combination equivalent to: graduation from high school and three years increasingly responsible clerical, accounting, bookkeeping, or secretarial experience performing complex work tasks.

### Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

### **DESIRABLE QUALIFICATIONS:**

- Two years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

### Knowledge of:

- Human resources office functions, practices and procedures.
- Practices and procedures related to personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.
- Data entry and retrieval techniques.
- Mathematical computations.

### Ability to:

- Perform a variety of technical duties in support of human resources operations and activities.
- Participate in the recruitment, screening and processing of new personnel.
- Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
- Prepare and maintain a variety of manual and automated personnel files, records and reports.
- Prepare announcements for job openings and place advertisements.
- Learn organizational operations, policies and objectives.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Distribute, screen and process employment applications and other personnel-related documents. Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Type an input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Make mathematical computations with speed and accuracy.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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 materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Unit Approved: 11/13/06**

**Board Approved: 11/27/06**

**FLSA Status: Non Exempt**