

## **LA MESA-SPRING VALLEY SCHOOLS**

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

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Human Resources and/or the Director, Classified Personnel, performs gradually increasing responsible and independent technical personnel work. The Human Resources Specialist also conducts surveys, analyzes data, takes meeting minutes, and prepares a wide variety of reports summarizing results in electronic format.

#### **ESSENTIAL DUTIES:**

Assembles and organizes examination materials; orders, receives and monitors inventory levels of testing materials; participates in the selection of exam criteria; schedules and arranges examinations; explains testing procedures; distributes and collects exams; corrects tests and computes scores; analyzes test results and ranks applicants; updates records and notifies applicants of test results; maintains eligibility lists. Conducts job audit/interviews to determine skills, knowledge, abilities and competencies to be measured in content valid selection examinations

Assists in the classification studies by reviewing existing job descriptions and identifying required critical knowledge, skills, abilities and other characteristics; compare data to current duties, tasks and responsibilities; assists assigned supervisor in providing information gathering and documentation.

Assures certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level; advise administrators of incorrect assignments and salary placements.

Compiles data from a wide variety of sources; prepares reports, and makes recommendations for assigned administrator.

Conducts reference checks and coordinates Department of Justice background checks on applicants; ensures the safety, security, retention and performance of district staff.

Coordinates and briefs selection/examination panels, develops interview questions and rating sheets; participates in interview panels as assigned.

Evaluates transcripts and records of certificated staff to determine eligibility for credentials and waivers; notify employees regarding missing items; maintain record of college units earned for proper placement on salary schedule; audit certificated employees for continued compliance on a regular basis as it relates to assignment.

Maintains current knowledge in the areas of credentials, compensation, classification, recruitment, testing, selection, labor law, government codes, and merit district rules and regulations.

Participates in a variety of both internal and external meetings, committees, workshops, and/or training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Prepares contracts for existing teachers; process and arrange changes in assignments for certificated staff; notify appropriate administrators of changes in assignments.

Reviews job applications according to requirements established within class specifications.

Schedules a wide variety of activities including interviews, training workshops, conference rooms, and travel reservations.

Verify and post certificated or classified vacancies to assure timely and accurate posting process; respond to questions and provide information to district staff and applicants; prepares job announcements and place advertisements in various media; forwards announcements and related correspondence to other departments, agencies and identified members of the public

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs other related duties as assigned.

#### **KNOWLEDGE OF:**

Laws, rules, regulations involved in test creation and validation, recruitment, compensation and classification activities.

Technical aspects of test creation, classification studies and salary surveys.

Research methods and report writing techniques.

Applicable sections of State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Statistical record keeping techniques.

Operation of a computer terminal.

Oral and written communication skills.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.  
Principles and practices of training and providing work guidance to others.

**ABILITY TO:**

Perform responsible and complex personnel work.  
Maintain records and prepare reports. Operate a computer terminal.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide quickly and accurately.  
Plan and organize work.  
Meet schedules and timelines.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Work flexible hours, depending upon workload requirements.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or GED supplemented by two years of college-level coursework in business administration, human resources or related field and four years of human resource functions and frequent public contact involving the recruitment, screening, and processing of new employees.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid California Class C Driver's License & evidence of insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
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.

**FLSA Status**

Non Exempt

**Approval Date**

9/27/10, 9/28/17