

## EAST SIDE UNION HIGH SCHOOL DISTRICT

**JOB TITLE: HUMAN RESOURCES SPECIALIST**

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of complex and highly responsible clerical/secretarial duties in support of the day-to-day operations relating to specific programs within assigned operational unit, office or department. Employees in this classification received limited supervision within a broad framework of policies and procedures. This job classification requires initiative, independent judgment and organizational/problem-solving skills. This job classification processes routine administrative details not requiring the immediate attention of his or her supervisor.

SUPERVISOR: Human Resources Administrative Personnel

### TYPICAL DUTIES

Acts as office receptionist, answering telephones, making appointments, receiving and responding to students; faculty, administrators, parents and the general public, giving information and assistance whenever possible regarding assigned functions and operations.

Receives, sorts and distributes incoming mail.

Creates a wide variety of material such as interoffice communications, requisitions, forms, letters, statistical reports related to operational unit and submits reports to appropriate District or governmental office as required.

Researches and maintains a variety of records, logs and files as related to personnel duties; which may include the processing of positions, applications, job openings, job announcements, TB examinations, and inquires for a particular position.

Performs initial paper screening of applicants to assure appropriate credential and/or skills, knowledge and abilities that meet job announcement requirements.

Receives, reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.

Types Board memos pertaining to classified personnel actions as needed.

Prepares, posts and distributes job announcements to all sites as needed; including posting on District's web site.

Receives, reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.

Arranges interview schedules with appropriate administrator, calls interviewees, develops interview packets, retrieves and stores completed interview packets.

Notifies applicants of their status by correspondence or telephone.

Gives District orientation to incoming classified and certificated employees.

Inputs pertinent data regarding new hires in computer.

Arranges and schedules a variety of meetings, notifying participants, confirming dates and times, reserving meeting sites and prepares needed agenda materials.

Processes recommendations for new classified positions and/or abandons positions as requested; prepares abandonment memos and distributes to appropriate administrator(s) and/or personnel.

Maintains a database of staff, contractor and any personnel with access to students on school sites, including coaches and volunteers.

Receives invoices from TB clinic, verifies charges are for current employees, and forwards invoices to accounts payable.

Distributes certificated TB renewal notices on a monthly basis. Receives, verifies and posts TB skins test results; monitors TB expirations dates and advises or assists personnel with appropriate renewal procedures to maintain compliance with Education Code.

Maintains a district-wide database of applicant and/or personnel fingerprints. Coordinates fingerprinting process, including but not limited to collection of fees, and communicating with the appropriate agencies.

Processes employment verifications, including start and termination dates, pay history and probability of continued employment by telephone, fax and/or mailing to appropriate place of business.

Works in coordination with the appropriate staff, in the hiring process of credentialed/classified personnel. Prepares and assists with the upkeep of filing of permanent personnel files. Expedites, processes and tracks personnel transactions.

Receives and resolves complaints utilizing knowledge of departmental/program policies, procedures, rules and requirements.

Prepares, records on computer, and distributes classified and/or certificated evaluations on a monthly basis.

Produces District ID badges, maintains supplies of the badging operation.

Processes, posts and monitors monthly attendance for all certificated personnel.

Enters voluntary deductions for certificated personnel.

Works collaboratively with the Payroll Department to ensure accurate salary information.

Performs other related duties as assigned.

### EMPLOYMENT STANDARDS

Knowledge of:

- Proper office methods, techniques and practices, including filing systems, business correspondence, receptionist and telephone techniques
- Proper English usage, grammar, vocabulary and spelling
- Implementation of financial accounting and recordkeeping methods, practices and requirements

Ability to:

- Communicate effectively and tactfully in both oral and written form

- Learn the operations, procedures, policies and requirements of assigned program or operational unit and apply them with good judgment in a variety of procedural situations
- Operate a variety of office machines and equipment, including but not limited to, typewriter, calculator, copier, computer, printer
- Type accurately at 45 words per minute
- Understand and carry out a variety of oral and written instructions independently
- Work well with many critical deadlines
- Establish and maintain effective working relationships during the performance of required duties
- Prioritize activities and coordinate workflow to meet established timelines
- Analyze situations and take appropriate action regarding routine procedural matters without immediate supervision

### MINIMUM QUALIFICATIONS

Must possess a high school diploma or equivalent.

One to two years of experience in a school-related clerical/secretarial position or two years in the human resources field.