

**TITLE: HUMAN RESOURCES SPECIALIST**

**JOB GOAL:** Under the direction of the Director of Human Resources, the Human Resources Specialist serves in the confidential capacity to perform complex analytical and technical personnel functions and activities pertaining to human resources operations of the district such as: planning, coordinating, and on boarding, along with employee orientation. Responsible for the organization and execution of all technical and specialized duties required for the initiation and maintenance of the District's personnel program in conformity with District policies and regulations and in compliance with all applicable statutes.

**DISTINGUISHING CHARACTERISTICS:** Cooperatively performs and oversees confidential technical duties requiring independent judgment, initiative, and legal accuracy required for the employment and tracking of personnel.

**QUALIFICATIONS:**

**Knowledge of:**

1. Correct English usage, spelling, grammar, punctuation, composition, and math.
2. Laws, Education Code sections, and District policies, and sections of the Labor Code and Government Code pertaining to personnel management.
3. Methods used in compiling complex statistical reports.
4. Modern office methods, procedures, and equipment.
5. Principles and practices of public personnel administration, maintenance and administration of personnel records.
6. Proficient with spreadsheets, word processing, database programs, and RCOE personnel/payroll systems.

**Ability to**

1. Understand collective bargaining and employee contracts.
2. Perform responsible, technical duties requiring independent judgment, initiative, and procedural accuracy.
3. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
4. Audit and tabulate, balance, reconcile and extend data.
5. Be a productive and active team member.
6. Establish and maintain a variety of complex record-keeping systems and to prepare a variety of financial and or statistical reports related to assigned areas of responsibility.
7. Follows designated safety regulations associated with this position.
8. Follows District policies and procedures.
9. Inform applicants and employees regarding District employment and policies.
10. Learn and efficiently operate new software programs related to assignment.
11. Make arithmetical calculations with accuracy and speed.
12. Perceive established departmental goals and objectives and work to ensure their fulfillment.
13. Perform a variety of specialized, complex clerical and technical duties concerning employment of personnel involving use of independent judgment, with accuracy and speed.
14. Perform duties as assigned with frequent interruptions.

**Ability to:** (continued)

15. Prepare accurate staffing summaries, projections, reports, and correspondence independently without immediate supervision.
16. Prioritize and coordinate workflow and timeliness for self and others.
17. Proficiently operate a variety of office equipment such as calculator, transcription machine, copy machine, computer terminal, printer, etc. with speed and accuracy.
18. Read, understand, and explain technical policies and materials.
19. Type accurately at a rate of forty (40) words per minute.
20. Understand and apply complex rules, regulations, and policies.
21. Work successfully with diverse groups of people.

**Training and Experience**

Education:

- High School Diploma or Equivalent Required.

Experience:

1. Three (3) years of Human Resource experience desired, preferably in a California public school district personnel department; or any combination of public employment training and experience that could likely provide the desired knowledge and abilities is required.
2. Good work history demonstrating dependability and reliability.

Licenses/Certificates:

- Class C Driver's License is required.

**ESSENTIAL FUNCTIONS**

1. Cognizant of legally mandated timelines, devise and implement procedures necessary to maintain personnel functions and initiate personnel actions in accordance with District policies and legal requirements.
2. Initiates and facilitates a schedule of hiring events that ensure a timely and proper system of employing new employees.
3. Makes recommendations regarding new hires and recommendations to management for revisions to the Collective Bargaining Agreement.
4. Counsel applicants concerning a variety of requirements and assist them in obtaining necessary documentation and certificates.
5. Assists as directed in employee negotiations and research projects, and the preparation of special reports.
6. Processes employee payroll in the employee management system.
7. Acts as lead person for assigned personnel.
8. Represents the District on the classified reclassification committee.
9. Initiate and prepare necessary forms, applications and letters in support of employment requirements and conditions, collecting and forwarding any applicable fees.
10. Maintains a filing system and record trail on all personnel transactions.

**ESSENTIAL FUNCTIONS** (continued)

11. Devise and implement procedures to monitor and determine classified employee longevity.
12. Performs a variety of complex clerical work, including typing, proofreading, filing, and record verification.
13. Places new employees into the personnel system according to the proper salary placement.
14. Process forms, applications, documents, records and/or other paperwork in support of assigned office functions.
15. Provides liaison with County, State, and Federal agencies on personnel matters;
16. Read, understand, and carry out both verbal and written instructions, policies, and procedures in an independent manner.
17. Trains other employees in the district's employment process.
18. Knowledge of Bargaining Unit Agreements, and applicable laws relating to public employment, salary placement, retirement benefits and other personnel matters.
19. Prepares background information to board agenda items for personnel report as needed.
20. Answers questions and provides information to appropriate staff, other employees, outside agencies and the general public regarding district policies and other personnel matters.
21. Assists in directing, coordinating, assigning, and scheduling the work of others.
22. Drafting and sending District communications regarding employment.
23. Computes, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
24. Attends relevant personnel/human resources conferences, trainings, workshops.
25. Performs other duties as assigned.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, office machinery, computer at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Confidential Status

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on the Evaluation of Professional Personnel. The evaluation will be completed by the Director of Human Resources or designee.

**Approved by:** Board of Education

Date: February 12, 2019

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE AND  
AN EQUAL OPPORTUNITY EMPLOYER**