

## VISTA UNIFIED SCHOOL DISTRICT

### HUMAN RESOURCES SPECIALIST

#### Purpose Statement

The purpose of a Human Resources Specialist is to perform responsible and complex classified human resources work relating to recruitment, classification, compensation, examinations, test analysis and construction; serve as a technical resource to employees, administrators, applicants, and the public regarding classified human resources; compile and maintain a variety of data and information for reporting and reference purposes; and ensure compliance with laws, regulations, and policies.

This job reports to the Director of Classified Human Resources.

#### Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Conducts new classified employee orientation (e.g. introducing personnel, pay, and benefit policies, administering required training, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Develops, creates, and reviews examination plans and instruments (e.g. collaborates with subject matter experts, develops training and experience evaluations, written and performance examinations, interview questions, forms, rubrics, reviews examination items for validity, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Informs employees and applicants regarding a variety of procedures, policies, and program requirements for the purpose of providing necessary information for others to make informed decisions, taking appropriate action, and/or referring to other sources if appropriate.
- Maintains a variety of documents, files, reports, and records (e.g. recruitment, employment, seniority, evaluations, leaves, position control, unemployment, layoff/reduction, etc.) for the purpose of providing accurate information and ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors a variety of processes (e.g. recruitment schedules, employment verification, seniority, evaluations, leaves, layoff/reduction, and position control databases, unemployment claims and documentation, etc.) for the purpose of ensuring accurate and efficient documentation and providing information to others.
- Performs clerical functions (e.g. scheduling, copying, faxing, scanning, data entry, filing, etc.) for the purpose of supporting department operations.
- Plans, organizes, and conducts recruitment process for designated classified positions (e.g. developing recruitment and advertisement strategies, screening applications and candidate materials, reviewing transcripts, securing examination and interview raters, conducting examinations and interviews, communicating with applicants through each phase of the recruitment process, etc.) for the purpose of attracting a diverse workforce and selecting the most qualified candidates.
- Prepares a variety of correspondence and documentation (e.g. applicant and employee notifications, Board Agenda and Personnel Commission items, procedure manuals, etc.) for the purpose of providing written support and/or conveying information.
- Presents information on administrative procedures, services, and regulations for the purpose of training and orienting other employees and/or disseminating information to appropriate parties.
- Researches and compiles information and data on a variety of topics (e.g. classification descriptions, internal and external compensation data, examination processes, employee

information, etc.) for the purpose of providing information, developing recommendations, and resolving issues.

- Responds to written and verbal inquiries from a variety of internal and external parties for the purpose of resolving issues and receiving and providing information.
- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program, and district goals.

#### **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:

- analyzing data;
- applying job-related codes, regulations, and laws;
- classifying data and/or information;
- operating standard office equipment and office technology;
- performing arithmetic computations and clerical duties with speed and accuracy;
- planning and managing projects;
- preparing and maintaining accurate records;
- using office software applications including word processing, spreadsheets, presentation, and databases.

KNOWLEDGE is required to

- analyze situations to define issues and draw conclusions;
- compose a variety of documents, present information to others, and/or facilitate group discussions;
- perform basic math, including calculations using fractions, percents, and/or ratios;
- read technical information;
- solve practical problems;
- speak clearly;
- understand complex, multi-step written and oral instructions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpreting contract language;
- interviewing techniques and practices;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of tactful, patient, and courteous interpersonal interactions;
- office equipment and technology;
- office practices and procedures;
- pertinent software programs;
- personnel practices employed within a school district environment;
- principles and practices of training;
- research methods and report writing techniques;
- recruitment and selection procedures, practices, methods, and terminology;
- recordkeeping and record retention practices;
- statistical recordkeeping techniques.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- making arithmetic calculations quickly and accurately;
- meeting deadlines and schedules;
- multitasking;
- organizing tasks;
- principles of training;
- reading, interpreting, explaining, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- working as part of a team;
- working with detailed information/data.

## **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating with others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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 and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally clean and healthy environment.

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

**Education:** Targeted, job-related education with study in job-related area.

**Equivalency:** Associate's degree in business administration, human resources, public administration, or a related field and two (2) years of responsible human resources or personnel experience. Merit System experience within a school system is highly desirable.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Continuing Educ. / Training**

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 09/13/2016

**Salary Grade**

Classified, Range 53

**Certificates and Licenses**

Valid California Driver License and evidence of insurability.

**Clearances**

Fingerprint and Background Clearance

Drug Test

Tuberculosis Clearance