

Solano County  
Office of Education

JOB TITLE: Human Resources Specialist (Range 23)

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under general supervision, to perform a variety of analytical, technical, and clerical duties for the Human Resources Department.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- Ability to type accurately at 45 words per minute.
- Knowledge of, or ability to learn, school personnel rules and regulations.
- Ability to apply rules, regulations, and contract language to established policies and procedures.
- General knowledge of and ability to interpret education codes, government codes, labor codes, and state and federal laws relating to human resources.
- One year of experience working in school human resources preferred.
- Three years of various office bookkeeping or other clerical duties preferred.
- Ability to tabulate, verify, and analyze statistical information.
- Ability to handle all materials with discretion and confidentiality.
- Ability to maintain positive public relations and communicate tactfully.
- Knowledge of efficient office methods and procedures.
- Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary.
- Ability to develop complex forms, documents, procedures, and handbooks.
- Ability to perform arithmetical calculations and apply them to routine fiscal posting and record keeping.
- Ability to understand and follow instructions, both oral and written.

- Ability to operate a variety of office equipment such as calculators, duplicating equipment, typewriters, facsimile machines, etc.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, clients and the general public.
- High school diploma or G.E.D. equivalent.
- Knowledge of personal computers with expertise in spreadsheet software.

This work consists of complex clerical and technical/analytical duties at a high level of complexity. This job is performed at a journey person level within a classification series.

### ESSENTIAL DUTIES

- Receives the public and acts as information source about recruitments, testing, and activities of the Human Resources Department.
- Registers employees, assuring all appropriate paperwork is completed, including credential registration with the Credentials Analyst.
- Verifies employment status, by phone and in writing, as requested.
- Insures that all appropriate letters regarding applications, interviews, and selections are sent to applicants.
- Composes letters and memorandums and types a variety of materials including complex forms, reports, purchase orders, and correspondence from copy, rough draft, and/or verbal instructions.
- Provides basic information on employee benefits.
- Attends meetings as assigned.
- Processes workers' compensation claims, fingerprint clearances, unemployment claims, and DMV clearances.
- Creates, updates and reviews various handbooks, lists, and forms for the Human Resources Department.
- Assists in compliance for modified work and Americans with Disabilities programs.
- Conducts employment telephone checks on new hires.
- Exercises independent judgment in performing duties of position.
- Follows established policies and procedures.

Revised: 10/16/15

Human Resources Specialist

MARGINAL DUTIES

- Prepares internal and external vacancy notices for classified and certificated positions using established lists of recruitment, and maintaining compliance with contract language.
- Reviews and makes recommendations to improve the recruitment process.
- Conducts employment tests, including administering writing samples for interviews, maintaining compliance with all State and office rules and regulations.
- Coordinates interview processes, assuring all procedures are followed regarding interview questions and interview team, assuring all appropriate paperwork is completed by team chair.
- Establishes and maintains interview and new position files.
- Schedules employment physicals.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISION EXERCISED

None

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)	Walking (15%)	Sitting (70%)
----------------	---------------	---------------

Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-40)	Lifting (2)	Bending (3)		
Pushing and/or	Reaching	Kneeling or		
Pulling Loads (1)	Overhead (2)	Squatting (3)		
Climbing Stairs (2)	Climbing Ladders (0)			