



Leadership • Collaboration • Support

JOB TITLE: Human Resources Specialist

CSEA Salary Schedule, Range 23

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

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

JOB REQUIREMENTS AND QUALIFICATIONS

- 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.
- Two years of secretarial or clerical experience 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 office practices and procedures relevant to work performed.
- Knowledge of operating standard office equipment, personal computers, and software such as the Microsoft Office applications.
- 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 establish and maintain effective work relationships with fellow employees, Local Education Agencies (LEA), and the general public.
- High school diploma or General Education Development (GED) equivalent.

ESSENTIAL DUTIES

- Greets and provides exceptional customer service to visitors. Disseminates information and gives support and/or directions as needed.
- Assists customers in completing various human resources related forms (i.e., name/address changes, professional growth, transfer requests, leave paperwork).
- Assists in recruitment/onboarding new employees (e.g., employee testing, fingerprinting, etc.).
- Assists in processing worker's compensation claims, bridge assignments and intake forms.
- Notifies and follows up with employees on mandatory employment requirements such as Tuberculosis (TB) tests, Cardiopulmonary Resuscitation (CPR) and Nonviolent Crisis Intervention (NCI) trainings.
- Ensures and maintains employee certifications/licenses are current for staff requiring these for their classification.
- Maintains and monitors the Solano County Office of Education's (SCOE) mandatory trainings database and ensures staff complete mandated annual trainings.
- Performs record keeping and clerical functions (e.g., scheduling, scanning, timestamping, faxing, filing, mailing, maintaining documents, tracking clearances, etc.) for the purpose of supporting department staff.
- Verifies employment status, by phone and in writing, as requested.
- Provides basic information on employee benefits.
- Attends meetings as assigned.
- Creates, updates and reviews various handbooks, lists, and forms for the Human Resources Department.

- Assists in compliance for modified work and Americans with Disabilities (ADA) programs.
- Exercises independent judgment in performing duties of position.
- Follows established policies and procedures.

MARGINAL DUTIES

Conducts employment tests, including administering writing samples for interviews.

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
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)