



Leadership • Collaboration • Support

JOB TITLE: Human Resources Specialist II

CSEA Salary Schedule, Range 25

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under supervision of the Director Human Resources, coordinates and implements all activities involved in the recruitment and hiring of substitutes for the Solano County Office of Education. Performs all duties related to the operations of the substitute system. Verifies employee leaves, prepares report for uploading and posting.

JOB REQUIREMENTS AND QUALIFICATIONS

- Passing score on Solano County Office of Education clerical tests.
- High school diploma or G.E.D. equivalent.
- 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.
- Knowledge of personal computers with expertise in spreadsheet software.
- Ability to tabulate, verify, and analyze statistical information.
- Ability to develop complex forms, documents, procedures, and handbooks.
- Knowledge of efficient office methods and procedures.
- Knowledge of proper English usage, grammar, spelling, punctuation, and vocabulary.
- Ability to understand and follow instructions, both oral and written.
- Ability to maintain positive public relations and communicate tactfully.
- Ability to establish and maintain effective work relationships with fellow employees, teachers, administrators, clients, and the general public.

ESSENTIAL DUTIES

- Coordinates the activities involved in the recruitment, employment, and hiring processes for all substitutes.
- Provides information and clarifies procedures to applicants.
- Monitors job announcement timelines.
- Coordinates, administers, and scores all types of examinations including oral, written, and performance tests.
- Reviews employment applications insuring compliance with minimum qualifications.
- Coordinates interviews and panels consistent with the requirements of federal, state, and local laws, employee bargaining unit contracts, and Board policies.
- Explains appropriate pre-employment requirements; verifies that potential employees possess proper licenses, credentials, and/or certificates prior to employment.
- Makes offers of employment to appropriate substitute candidates.
- Coordinates operations of the substitute services system.
- Monitors online system which receives requests for classified and certificated substitute assignments and fills assignments accordingly.
- Instructs staff and substitutes in using the automated substitute services system (Aesop).
- Ensures assigned certificated substitute personnel have appropriate credentials.
- Notifies program managers of assignment problems.
- Enters and maintains regular and substitute personnel data into the Aesop system.
- Answers questions from managers, regular and substitute employees regarding substitute employment procedures, assignments.
- Prepares and distributes a variety of substitute usage and absentee reports; prepares and reviews monthly timesheets for substitutes.
- Verifies employee leaves, prepares report for uploading and posting.

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)