



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

HUMAN RESOURCE SPECIALIST

DEPARTMENT/SITE: District Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 38

WORK CALENDAR: 261 Days

REPORTS TO: Human Resource Manager

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Human Resource Manager, the Human Resource Specialist performs a variety of specialized human resources duties in support of classified and certificated personnel programs and functions; serves as a resource to MUSD departments and employees regarding designated personnel functions, activities, policies, and procedures; prepares, maintains and evaluates a variety of manual and automated personnel files, records, and reports. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Human Resources Department, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the third level of the Human Resource Specialist/Technician series. The Human Resource Specialist performs a variety of specialized human resources duties in support of classified and certificated personnel programs and functions. This class differs from the Human Resource Technician classes, which provide more general and routine office and clerical/technical support. It is the third-level class in the Human Resource Specialist/Technician series.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists in the certificated and/or classified layoff activities; determine, and enforce, personnel standards and practices.
- Communicates with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns; provides employment verifications as requested; maintains confidentiality of sensitive and privileged information.
- Compiles and evaluates a variety of personnel information; prepares and maintains a variety of confidential personnel records, reports, and files (e.g., evaluations, probationary to permanent employee status, transcripts/salary advancement, teacher subject verification, letters of intent, terminations) according to established policies and procedures.
- Composes a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, contracts, and other materials; duplicates and distributes a variety of materials; prepares and disseminates bulk mailings (e.g., reasonable assurance letters, TB expiration notices) as directed.
- Conducts research, interprets information, provides recommendation including, but not limited to legal proceedings, Education Code, labor law, and assists in the development of Human Resources policies and procedures.

- Consults with hiring authorities in establishing recruitment timelines; publishes and advertises certificated recruitments, including drafting job announcements and supplemental applications; posts and distributes job announcements for internal and external posting.
- Inputs and updates a wide variety of personnel data into an assigned computer system; establishes and maintains various automated personnel records and files; initiates, queries, and generates a variety of computerized reports; verifies and assures accuracy of input and output data.
- Operates a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software.
- Operates electronic Live Scan fingerprint system; verifies applicant information and enters information into Live Scan system; captures applicant fingerprint impressions on Live Scan machine; submits images to the Department of Justice; receives fingerprint check results.
- Participates in a variety of other assigned activities such as assisting with special projects, attending and participating in various meetings, staff development workshops, and in-services as assigned.
- Performs a variety of technical human resources duties in support of classified and certificated Human Resources programs and functions; processes and evaluates a variety of personnel forms, records and reports; assists in resolving personnel-related issues and concerns with discretion and confidentiality; performs duties requiring specialized or extensive knowledge of Human Resources and personnel practices.
- Performs electronic onboarding process for new certificated employees; schedules requisite appointments; notifies new employees of process completion; meets one-on-one with new employees to complete onboarding processes.
- Processes new employees according to established procedures; conducts employee orientations as directed; distributes forms, applications, and informational materials, and evaluations as assigned.
- Provides technical assistance in the areas of Human Resources data management system, and other Human Resources related programs and computerized systems.
- Serves as a technical resource to employees regarding designated personnel functions and related activities; responds to inquiries and provides detailed and technical information concerning related laws, codes, rules, regulations, policies, and procedures.
- Verifies and updates employee salary information, including longevity and step placement, as assigned; processes employee terminations according to established policies and procedures; compiles related information and purges employee records and files; calculates and forwards related information to Payroll.
- Works collaboratively with District and Personnel Commission staff in the coordination of classified employment processes.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- District and Human Resources organization, operations, policies, objectives and applicable legal requirements, collective bargaining agreements, and salary schedules
- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms
- Applicable sections of the California Education Code and federal, state and local laws, rules, regulations and court decisions
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Processes and practices for maintaining employment test security and integrity
- Data control procedures and data entry operations
- Record-keeping and report preparation techniques

- Correct English usage, grammar, spelling, punctuation and vocabulary
- Safety policies and safe work practices applicable to the assignments
- Basic math, including calculations using fractions, percentages, and/or ratios
- Business telephone techniques and etiquette
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Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Perform multiple, technical human resources duties and tasks in support of classified or certificated personnel programs and functions
- Serve as a technical resource to employees regarding designated personnel functions, activities, policies and procedures
- Represent the District and department effectively with other departments, applicants and interviews panels
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Maintain confidentiality of Human Resource department files and records
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Communicate with staff and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

Associate's Degree in Human Resources, Business Administration, Public Administration, or a closely related field from an accredited college or university; OR two years of college-level coursework in Human Resources or related field from an accredited college or university.

EXPERIENCE REQUIRED:

Four (4) years of increasingly responsible human resources experience in one or more of following areas: recruitment and selection, teacher credentialing, classification, compensation, and/or any other specialty areas within a Human Resources Department; **OR**; an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen