



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 31-2023/2024
DOCUMENT NO. 27-2023/2024
DATED: 10/18/2023

PERSONNEL SPECIALIST - LEAD

DEPARTMENT/SITE: Personnel Commission
Department

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 40

WORK YEAR: 261 Days

REPORTS TO: Director of Classified Personnel

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the Director of Classified Personnel, the Personnel Specialist – Lead; leads and performs highly complex, analytical, and technical professional work to administer a comprehensive and diversified Merit System personnel program services including recruitment/testing, and selection, employee relations, job analysis and position classification, training and development, research/analysis and a wide range of functions to support the classified services. The incumbent in this classification provides the school community with current personnel services and tools which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS:

Positions in this class provide the application of specialized knowledge and expertise in the areas of Human Resources and Merit System personnel programs to support the classified services. Incumbents in this classification perform highly complex and analytical duties and provide support to other support staff. This class differs from the Personnel Specialist, which provides varied professional technical tasks and duties in support of the Merit System; and differs from the Personnel Technician class, which provides general and routine office and clerical/technical support. It is the highest-level class of the three classes in the Personnel Commission office.

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 the Director in coordinating a variety of presentations and trainings for Classified Professional Learning Development.
- Assists the Director with the design and implementation of employee recruitment plans, testing, and selection programs; ensures all phases of recruitment and selection comply with applicable federal, state, and local laws, regulations, and guidelines; assists in developing recruitment methodologies, supplemental questionnaires, timelines and advertisement venues; creates position-specific testing materials, reviews with subject matter experts and hiring authorities and coordinates with contracted testing firms; recommends examination pass points; obtains and reviews test panelist and oral board participants; reviews and evaluates candidate testing results to ensure lack of adverse impact based on exam results; creates and certifies eligibility lists.
- Assists the Director in resolving disciplinary appeals and works with legal counsel in the scheduling of appeal timelines and processes.
- Assists the Director in managing the applicant tracking system, and testing platforms.
- Assists with the preparation of recommendations, backup material, and agenda items for monthly Personnel Commission meetings and for Commission approval as needed.

- Conducts a variety of special projects as directed by the director and the Personnel Commission.
- Conducts job analysis, reclassifications (in the event of disagreement, pursuant to Article XIV of the CSEA Collective Bargaining Agreement), and classification studies for new and existing classifications; writes, revises, and reviews class specifications; ensures up-to-date copies are posted on the Personnel Commission portion of the District website; performs comparability of duties analyses; prepares findings/recommendations and writes reports.
- Conducts salary surveys and wage studies; analyzes and reports on data/material utilized by management including market compensation; develops recommendations on classified salary structure and class placement within the range structure; provides District data as a participant in various external surveys.
- Coordinates recruitment fairs; assists with new employee orientation.
- Prepares required correspondence and documentation for the purpose of affecting layoffs of classified employees, advises employees of their rights, and ensures the Reemployment List and reinstatements take priority in filling vacancies in affected classifications.
- Participates in a variety of meetings, and attends Commission meetings, workshops, and/or trainings as required by the Director.
- Provides professional advice to administrators, managers, employees, union leadership, and the public on human resources policies, procedures, interpretation, and application of Personnel Commission rules, California Education Code, and state/federal laws applicable to human resources management.
- Provides work direction to lower-level staff and monitors work for accuracy; provides instruction/training on Human Resource and Personnel Commission work processes to staff; provides input to the supervisor on employee work performance.
- Receives and reviews assigned applications for accuracy and completeness; screens applications for minimum qualifications; proctor competency and performance examinations as needed.
- Recommends, develops, implements, and revises Personnel Commission policies, standard operating procedures, and guidelines to improve and/or clarify processes.
- Reviews initial salary step placement requests and recommends placement with the approval of the Director; reviews and analyzes working out-of-class requests for Confidential, Supervisory, and Classified Management employees as needed.
- Updates and maintains the classified seniority list.
- Works closely with hiring authorities to identify and select/place temporary employees in provisional or limited-term assignments; contacts candidates selected for temporary employment; establishes start dates with hiring managers and tracks temporary/provisional employees.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Merit System Rules and procedures governing recruitment, testing, and selection and position classification
- District and Personnel Commission organization, operations, policies, objectives, and applicable legal requirements, collective bargaining agreement, including the Brown Act
- 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
- Processes and practices for maintaining employment test security and integrity
- Maintaining confidential records and files
- Social media platforms and their use for District and Personnel Commission outreach/communication
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar, and punctuation
- Research methods and data analysis techniques
- Safety policies and safe work practices applicable to the assignments

Skills and Abilities to:

- Conduct the full range of recruitment, testing, and selection processes for classified positions
- Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations in accordance with laws, regulations, rules, and policies
- Lead the work of others
- Perform responsible and complex Personnel Commission work in assigned areas of responsibility
- Represent the District and department effectively with other departments, applicants, and interview panels
- Provide support and service in a wide range of recruitment, testing, and other employment activities
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Plan and organize, set priorities, and exercise sound, independent judgment within areas of responsibilities
- Meet schedules and timelines
- Establish priorities and work effectively and independently with many demands on time
- Track and report statistical information utilizing spreadsheets and databases
- Maintain confidentiality of Personnel Commission files and records
- Communicate effectively, both orally and in writing
- Prepare and present periodic training sessions as directed
- Understand and follow written and oral instructions
- Operate a computer and use standard business software
- Type accurately at a speed necessary to meet the requirements of the position
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Establish and maintain effective working relationships with all those encountered in the course of work

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 resources 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 degree in Human Resources, Business Administration, or other 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. Bachelor of Arts/Bachelor of Science preferred, in Human Resources, Business Administration, Public Administration, or a closely related field.

EXPERIENCE REQUIRED:

Five (5) years of increasingly responsible work experience responsible professional human resource experience involving recruitment, selection, examination, position classification, and compensation which includes lead experience; **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 to drive to meetings, training sessions, and conferences away from the office such as at school sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an 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 the 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