

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: CONFIDENTIAL HUMAN RESOURCES SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources , or designee, oversee and perform complex and responsible clerical and technical work for District administration related to the preparation of certificated and classified personnel; provide support in ensuring that district operations, procedures, and transactions function effectively and efficiently while providing a high level of customer service to employees, departments, and schools; apply and interpret rules, regulations and procedures related to personnel functions; perform specialized clerical work in connection with the certificated and classified personnel program; maintain a variety of personnel related forms, records, and databases; assists in the preparation of creative district print, web and electronic communications materials; serve as mediator for employees as needed.

RESPONSIBILITIES:

- Assists in the administration of a wide variety of personnel policies, processes, and employment agreements in the areas of recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedule, job descriptions, reasonable accommodations, etc., in order to ensure compliance with federal, state and local legislation, regulations, labor laws, District policies, contracts and agreements
- Participates in and occasionally facilitates meetings and workshops to convey information regarding a wide variety of subjects pertaining to personnel processes and procedures, contractual requirements, and the like;
- Oversees the maintenance of manual and electronic documents, files and records including background information, personnel files, vacancy listings, and applicant tracking.
- Monitors a variety of processes including certificated and classified posting process, interview schedules, substitute placement, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, to ensure efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements;
- Assists the Assistant Superintendent, Human Resources, in providing high quality Human Resources service to employees across the district
- Assists in writing job descriptions; conducts and compiles salary and job classification studies as requested by other school districts or government agencies; develops and maintains a comprehensive database of job descriptions in organization
- Assist with communicating evaluation process and deadlines to principals/managers.

- Evaluate credentials to determine District-required qualifications for contract employment; assist with responding to requests for credential assistance, information, and other related information.
- Coordinate leaves including maternity, medical, and worker's compensation. Compute payroll for maternity and medical leaves; assist the payroll as needed to maintain employee's attendance records, sick leave and vacations in regards to the leave process.
- Compile information and assist in preparation and submission of board items for monthly board agendas.
- Assist with compiling information for negotiations with bargaining units and in facilitating the district negotiation process.
- Assist in project management for district and department assignments; direct, train and motivate assigned staff to meet organizational and department goals;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Preparation, maintenance, verification and processing of personnel records.
- Rules, regulations, policies and procedures pertaining to employment and credentialing.
- Practices and procedures related to certificated and classified employment.
- District personnel policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office equipment and methods.

ABILITY TO:

- Perform a variety of complex clerical and technical works related to District personnel functions, which involves the use of independent judgment and required accuracy and speed.
- Maintain filing systems, which contain confidential or sensitive information.
- Work efficiently under pressure with frequent interruptions.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records for the organization's personnel.
- Communicate effectively in both orally and in writing and organize work in order to meet schedules and time lines.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Develop and implement multiple projects and programs with competing priorities
- Express ideas and concepts in an articulate, clear, understandable and concise manner to disseminate information to all levels of the organization
- Read, understand and explain technical policies and material related to personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Energetic, creative and self-motivated

QUALIFICATIONS:

- Bachelor's degree preferred; any combination equivalent to: graduation from high school supplemented by course work in office practices and record management.

EXPERIENCE:

- Three years of increasingly responsible office experience, including experience in personnel human resources, preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

TERMS OF EMPLOYMENT:

Twelve month work year, Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY RANGE:

Placement on Classified Management Salary Schedule.