

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: CONFIDENTIAL HUMAN RESOURCES SPECIALIST

REPORTS TO: Chief Human Resources Officer

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under general direction, plan, organize, and conduct professional and technical functions related to recruitment, selection, onboarding, position evaluation and classification, compensation, labor relations, benefits, training, performance management, workforce analysis and planning, position control and personnel transactions, employment records management and reporting. Assure compliance with laws, rules, regulations and codes related to personnel and employment. Perform highly confidential and sensitive research, technical or administrative duties related to all bargaining groups. Perform technical credentialing duties in the review, evaluation, and processing of documents relating to the certification of certificated personnel and the general public. Serve as a technical resource to SLOCOE employees, applicants, the general public, and district offices throughout San Luis Obispo County regarding personnel functions, laws, codes, rules, regulations, credential status, requirements, policies and procedures.

QUALIFICATIONS:

Required:

1. Bachelor's degree and two or more years of performing job related experience, including recruiting, new hire orientation, employee relations and handling confidential situations and information. An AA degree and four or more years of performing job related experience will also be accepted.
2. Proficiency in or knowledge of using a variety of computer software applications, including word processing, spreadsheet, HR related database and applicant tracking software programs.
3. Working knowledge of multiple human resources disciplines, employment laws and practices.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice.
5. Valid California Driver's License may be required in specified positions.

Desired:

1. Work experience in education, non-profit or a public agency human resources department.
2. HR experience that includes multi-site responsibilities with a diverse workforce.
3. Experience working within a collective bargaining environment
4. Knowledge of California Education Code and Merit System.
5. Human Resources professional designation or related certifications (i.e. SHRM-CP, PHR, etc.)

KNOWLEDGE AND ABILITY:

1. Knowledge of human resources office functions, practices, objectives, and procedures.
2. Knowledge of principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification, on-boarding and processing of personnel.
3. Knowledge of record-keeping and report preparation techniques.
4. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
5. Knowledge of technical aspects of field of specialty.
6. Knowledge of intermediate mathematical computations.
7. Ability to demonstrate high level of interpersonal skills to handle sensitive and confidential situations and documentation.
8. Ability to demonstrate a positive and friendly attitude in working with all levels within the organization.
9. Ability to demonstrate strong written/verbal communication skills; demonstrates the ability to communicate status on process with colleagues, and respond clearly to employee inquiries.
10. Ability to demonstrate attention to detail in composing, typing and proofing materials; establishing priorities; and meeting deadlines.
11. Ability to maintain a high level of confidentiality. Ability to use good judgment and discretion with highly confidential business and employee information.
12. Ability to demonstrate an independent and organized work style: Effectively manage time and prioritize workload, assume and manage multiple tasks without close supervision, adapt to change, and consistently meet deadlines.
13. Ability to make independent decisions and regularly suggest ways to improve services and processes.
14. Ability to interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

15. Ability to compile and verify data and prepare reports.
16. Ability to learn County Office organization, operations, policies and objectives.
17. Ability to resolve personnel-related issues and concerns with discretion and confidentiality.
18. Ability to communicate effectively both verbally and in writing.
19. Ability to operate standard office equipment including a computer and assigned software.
20. Ability to type or input at an acceptable rate of speed.
21. Ability to maintain regular and reliable attendance.
22. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
23. Ability to establish and maintain positive and effective working relationships with diverse populations.
24. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
25. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
26. Ability to deal with problems or issues involving several variables in non-standardized situations.

ESSENTIAL FUNCTIONS:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

1. Serve in a confidential (non-represented) capacity regarding employer-employee relations. Research topics related to bargaining group activities which may be highly sensitive in nature and involve complex or technical knowledge. Take meeting minutes, refine and distribute minutes in a timely manner. Revise and update union contracts, produce memorandums of understanding and tentative agreements. Access confidential information that is used to contribute significantly to the development of SLOCOE bargaining positions.
2. Perform technical duties in recruitment, screening, selection, classification, on-boarding and processing of personnel. Create and post vacancy announcements and other informational materials online and in other media resources and agencies. Coordinate and participate in interview panels to determine eligibility of candidates. Review and evaluate applications and transcripts for minimum qualifications, licensing and credentialing requirements, and completeness. Determine most qualified applicants to invite to interview per established guidelines. Verify eligibility and background information of applicants. Prepare and maintain records, reports, eligibility lists, and files related to recruitment, advertisements, and recruitment activities.
3. Coordinate recruitment and outreach activities; participate and attend job fairs; develop multiple applicant sourcing strategies and partnerships to increase qualified applicant pools for various positions, including specialized staffing and hard to fill positions.
4. Process new personnel applications. Determine appropriate rate of pay by evaluating education and experience on applicant materials. Conduct new-hire orientations and provide information and documentation to new employees regarding vacation days, sick days, benefits, salary, and County Office, state, and federal rules and regulations. Create and maintain personnel files.
5. Perform technical duties in the review, evaluation and processing of documents and transcripts relating to the certification of certificated personnel within SLOCOE and the districts. Counsel teachers and prospective teachers on California credentialing requirements and options. Assist certificated personnel and the public with obtaining and maintaining valid and appropriate credentials in compliance with established requirements and procedures. Receive and process credential forms, applications, and information for registration with SLOCOE and ensure accuracy of registration database. Prepare, register, and disseminate Temporary County Certificates. Notify employees and the districts within San Luis Obispo County of expired credentials and assist with the renewal process. Place holds on pay warrants for certificated employees without a valid credential, per Education Code. Work with districts and the employee to identify and resolve outstanding credential issues. Compose and distribute correspondence related to the credentialing process.
6. Receive Department Of Justice reports on County school employees and communicate with district staff to disseminate highly confidential information and direct information to the County fingerprint database.
7. Process and evaluate Workers' Compensation forms, and documents. Provide information concerning Workers' Compensation standards, requirements, and procedures to injured employees. Prepare and generate claim documentation. Keep current regarding related attendance information. Contact medical personnel and third-party administrators concerning employee status. Provide information and updates regarding Worker's Compensation standards and procedures to all employees on an annual basis. Maintain files on injured employees.

8. Determine employee eligibility for various types of leave as mandated by local, state, and federal law. Communicate with employees and supervisors regarding eligibility and salary implications. Track and administer employee leaves.
9. Serve as a technical resource to County Office employees, and employees throughout San Luis Obispo County, other school districts, and the public, regarding personnel functions, activities and requirements, credential eligibility, status and requirements. Respond to inquiries and provide technical and detailed information concerning related laws, codes, rules, regulations, practices, policies and procedures. Ensure related activities comply with established laws, codes, rules, regulations, policies, and procedures.
10. Provide technical information to County Office administrators and staff concerning personnel issues and Merit System rules; prepare and present information and training to individuals and small groups.
11. Research and resolve personnel-related issues and concerns.
12. Utilize and monitor the use and maintenance of recruitment and human resource databases and applicant tracking systems.
13. Generate computerized lists and reports. Ensure accuracy of input and output data. Develop forms and documents to meet Department needs.
14. Assist in the development, implementation, and evaluation of human resources policies, standards, and procedures to enhance departmental efficiency. Research a variety of personnel information and requirements as needed.
15. Process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations and other employee information.
16. Maintain position control in computer system. Add, delete, and alter positions. Input employee position data. Input and adjust budget lines. Maintain all paperwork concerning position control changes.
17. Monitor and update employee status concerning salary increases, evaluation timeframes, and probationary periods. Track absences of current employees, and apply vacation and sick leave accruals as determined by contract. Notify payroll of salary changes.
18. Attend and participate in meetings and committees. Prepare and assemble personnel commission agenda materials and packets. Take meeting minutes.
19. Update and maintain union contracts and merit-system related documents.
20. Conduct classification studies and salary surveys annually. Assist in the development and maintenance of job descriptions.
21. Attend meetings, make presentations and participate in professional organizations as required.
22. Other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

1. Office environment.
2. Constant interruptions.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information.
3. Sitting or standing for extended periods of time.
4. Seeing to read a variety of materials.
5. Physical agility to lift 15 pounds to shoulder height.
6. Lifting, carrying, pushing or pulling light objects as assigned by position.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Grade Allocation: Confidential salary schedule
Adopted: 7/1/04
Revised: 9/23/2009; 7/24/13; 10/5/15; 11/17/15