

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

HUMAN RESOURCES SPECIALIST

DEFINITION

Under the direction of an assigned supervisor, the Human Resources Specialist supports the educational programs of the District by performing a variety of responsible, technical human resources duties in support of the District's classified and certificated human resources programs.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Interpret, analyze, explain and apply Federal and State laws and regulations, Education Code, collective bargaining agreements, District policies and procedures.
2. Coordinate the recruitment and selection processes for hiring of District employees including but not limited to preparing job postings and contacting advertising sources and evaluating application materials.
3. Develop a variety of written and oral examination materials used in the hiring process to reflect skills, knowledge and abilities of applicants as required necessary for successful job performance including development of interview questions and testing materials, determining exam passing points, reviewing and analyzing examinations and their results.
4. Schedule interviews, instruct panel members on proper implementation and legal aspects of conducting interviews and participate on interview panels as appropriate.
5. Communicate and provide counsel to district and site administrators, supervisors' employees and applicants concerning a variety of human resource policies and procedures.
6. Oversee, coordinate and conduct one-on-one or group new employee orientations.
7. Assist with the assignment, evaluation, and training programs of all employees.
8. Perform research, compile and analyze data/information regarding a variety of administrative, management, fiscal, and organization issues.
9. Process, maintain, audit and analyze a variety of records such as employee records, changes in employment status, licenses, transcripts, credential and their expiration dates, Human Resources Information System (HRIS) system, recruitment activities, training activities and test validation materials.
10. Advise employees of impending expirations and timelines for extensions/renewals.
11. Verify monitor and audit transcripts and teaching credentials to teaching assignments.
12. Provide assistance and/or information to negotiation teams as requested.
13. Provide support to the Associate Superintendent and/or Executive Directors with one-time, long-term or on-going special projects as needed.
14. Provide technical information and assistance to applicants, employees, supervisors and administrations including but not limited to position control and salary over/underpayments.
15. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

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QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; principles and practices of human resources management; recruitment, examination and employee selection procedures; employment laws related to human resources; processes used in recruitment and selection of employees; proper techniques of files and record management including automated computer systems; correct English usage, grammar, spelling, punctuation and vocabulary; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; interpersonal skills using tact, patience and courtesy; modern office practices, procedures and equipment.

Ability to: Maintain current knowledge of changes in California Education Code, District Board Policy, local collective bargaining agreements and all other applicable state and federal laws; learn detailed and complex procedures; prepare reports; operate various office machines including computer hardware and software programs; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; establish and maintain professional relationships with community members, management, colleagues, staff and related outside agencies; handle multiple projects with deadlines in an accurate manner; comply with the District's customer service standards, as outlined in Board Policy.

Education: High School graduation or equivalent. Two years of college level coursework in a related field desired. Education can be substituted for experience on a year for year basis.

Experience: Two years of increasingly responsible professional human resources experience. Experience in a public sector or educational environment desired. Experience can be substituted for education on a year for year basis.