

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

LEAD HUMAN RESOURCES SPECIALIST

DEFINITION

Under the direction of an assigned supervisor, the Lead Human Resources Specialist supports the educational programs of the District by performing a variety of specialized and detailed professional-level analytical work to 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. Coordinate and participate in one or more technical human resources functions, including examination, selection, and records maintenance for employees.
2. Interpret, analyze, explain and apply Federal and State laws and regulations, Education Code, collective bargaining agreements, District policies and procedures.
3. Coordinate the recruitment and selection processes for hiring of District employees.
4. Develop a variety of written and oral examination materials used in the hiring process to reflect the 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.
5. Schedule interviews, instruct panel members on proper implementation and legal aspects of conducting interviews and participate on interview panels as appropriate.
6. Communicate and provide counsel to district and site administrators, supervisors' employees and applicants concerning a variety of technical human resource policies and procedures such as position control and salary over/under payment.
7. Coordinate and conduct one-on-one or group new employee orientations.
8. Assist with the assignment, evaluation, and training programs of all employees.
9. Perform research, compile and analyze data/information regarding a variety of administrative, management, fiscal, and organization issues and make recommendations as requested.
10. 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), recruitment activities, training activities and test validation materials.
11. Advise employees of impending expirations and timelines for extensions/renewals.
12. Verify, monitor and audit teaching credentials to teaching assignments to teaching assignments.
13. Provide assistance and/or information to negotiation teams as requested.
14. Serve as liaison during county and state audits and with union representative to resolve employee/employment issues.
15. Manage and coordinate layoff process as necessary including preparing seniority lists, verifying seniority dates, preparing layoff notices, providing council to administrators and employees.
16. Manage leave of absence programs including leaves under the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA) ensuring compliance with a variety of rules, laws and regulations.
17. Perform need assessments, feasibility planning and other research and make recommendations as appropriate.

EXAMPLES OF DUTIES (Continued)

18. Prepare a variety of complex reports ensuring compliance for a variety of state mandated reports.
19. Provide leadership and direction with day-to-day human resources activities and functions related to certificated and classified personnel.
20. Provide training, guidance and support to schools, departments and other Human Resource Services staff in the performance of duties as needed.
21. Serves as a technical resource for assigned staff in specific functions within classified or certificated units.
22. Provide support to the Human Resource Services management with one-time, long-term or on-going special projects as needed.
23. Conduct a variety of personnel-related studies and surveys.
24. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; principles and practices of human resources management; recruitment, examination and employee selection procedures; employment laws related to Human Resources; proper techniques of files and record management including automated computer systems; correct English usage, grammar, spelling, punctuation and vocabulary; modern office practices, procedures and equipment; research, record-keeping and report preparation techniques.

Ability to: Maintain current knowledge of changes in California Education Code, District Board Policy, local collective bargaining agreements and all other applicable state laws; read, interpret, apply, and explain rules, regulations, policies, and procedures; establish and maintain professional relationships with management, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; 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; learn detailed and complex procedures; work independently with limited supervision; comply with the District's customer service standards and outlined in Board policy.

Education: High school graduation or equivalent. Four years of college level coursework in human resource management, business administration, psychology or related field preferred. Education can be substituted for experience on a year for year basis.

Experience: Four years of professional experience in human resources including leadership or project management oversight. Experience in a public sector or educational environment preferred. Experience can be substituted for education on a year for year basis.