

Magnolia School District

HUMAN RESOURCES SPECIALIST

DEFINITION

Under general supervision, performs a variety of the more responsible technical/administrative support functions related to the recruitment and selection processes; acts as an information source to applicants, employees, and the general public regarding personnel policies, procedures, and requirements. Employees in this classification receive supervision within a framework of standard policies and procedures. This job classification participates in the effective development and implementation of classified and certificated employee recruitment and selection processes and a variety of related human resources activities. This job class requires strong communication and organizational skills as well as a high level of knowledge and competence in the application of policies and procedures to assigned human resources activities and inquiries.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class.

- Plans, organizes, and performs a variety of jobs in the human resources services area;
- Compiles, organizes and develops information and data for use in human resources department;
- Develops and maintains resource materials including various handbooks and packets used in recruiting; performs position audits relating to reclassification;
- Meets with incumbent, supervisor, and others as necessary in determining correct classification for duties assigned to position;
- Administers selection procedures by scheduling interviews, setting up interview panels, notifying applicants, and explaining and monitoring procedures;
- Participates in interview process as appropriate;
- Responds to walk-in, mail, and phone inquiries concerning certificated and classified position vacancies;
- Coordinates substitute employee placement and keeps accurate records for payroll and other purposes;
- May research, compile and prepare reports relating to employee compensation, status, preparation, and other areas;
- Maintains a monitoring system on all credentials, TB, and other testing or employee requirements, and advises of renewal or updating requirements;
- Assists in maintaining a current data base for all employees;
- Maintains a close liaison with payroll, advising of changes in status.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures including computer word processing and spreadsheet (Preferably Microsoft Word, Excel and Access);
- Correct English usage, spelling, grammar, and punctuation;
- Basic mathematics;
- Electronic record management, storage, and retrieval systems and office practices and procedures.

Ability to:

- Do a variety of difficult clerical work requiring responsibility and sound independent judgment, accuracy and speed;
- Administer selection procedures by scheduling interviews, setting up interview panels, notifying applicants, and explaining and monitoring procedures; participates in interview process as appropriate;
- Determine the appropriate selection screening process/procedures; gathers and/or develops appropriate materials and data to support screening/evaluation process;
- Review job descriptions/position specifications to determine job characteristics, obtains selection information, and identifies need for revision of specifications if necessary;
- Prepare advertisements and places in local newspapers/media; notifying college/university placement centers as needed;
- Develop job announcements, supplemental forms, and interview questions to ensure compliance with Orange County Department of Education, Equal Employment Opportunity, and Affirmative Action policies, guidelines, and regulations;
- Interpret rules and written directions to specific situations;
- Keep counts and records;
- Understand and carry out oral and written instructions;
- Communicate effectively in oral and written form;
- Establish and maintain effective working relationships with staff and the public;
- Perform routine clerical tasks and operate a variety of microcomputer and peripheral equipment.

Education:

- Equivalent to graduation from high school;
- Post-secondary Education – Preferred.

Experience:

- Three years of secretarial/clerical experience, preferably in a personnel office or in a school district office.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 40

Revised: 9/28/94; 7/5/16

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
