

**Central Valley School District
Job Description**

TITLE **Central Office Secretary-Human Resources Specialist**

GENERAL SUMMARY

This position supports the functions of the Human Resources department, including preparing, creating and maintaining personnel files; inputting personnel data and ensuring all necessary hiring documents are completed. Includes duties of the coordinator for the Classified Professional Development Program. Also includes monitoring and providing support for student teachers. Will be the main backup for the Substitute Coordinator position.

ESSENTIAL JOB FUNCTIONS

The HR Specialist may perform all or a combination of the following:

1. Perform all functions of the Classified Professional Development Coordinator including but not limited to: Schedule classes, track current classes, chair Pro Dev meetings, oversee request for credits outside CPD program, oversee CPD Celebration of Completion and Participation, and receive and process Completion Certificates and PCT Training Records.
 2. Conduct orientations with all classified new hires and assist them with completing required hiring documents.
 3. Assist in preparing and creating all files and records for new Central Valley School District employees, including, but not limited to, individual personnel files, contracts, fingerprinting records and all necessary hiring paperwork.
 4. Complete background check for all volunteers.
 5. Assist or replace the Human Resources Department secretary in charge of calling substitutes as needed.
 6. Work with local colleges to place student teachers in the district.
 7. Create student teacher files and send necessary forms for technology accounts, etc.
 8. Request Intern Substitute Certificates for student teachers.
 9. Assist in scheduling and preparing for annual New Hire Orientations for certificated and classified staff.
 10. Track, enter and file all certificated TPEP evaluations.
 11. Schedule training for all newly hired custodians.
 12. Assist department with a variety of clerical/secretarial functions as needed.
 13. Assist with a variety of Human Resource functions.
 14. Provide coverage of the Receptionist desk as scheduled.
 15. Perform related duties as assigned.
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OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Executive Director of Human Resources.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer.

QUALIFICATIONS

Education and Experience

High school diploma or equivalent required. Two years of increasingly responsible office experience and data input experience preferred. Two years of school district experience preferred.

Allowable substitutions

Secretarial training may substitute for up to one year of the experience requirement.

Required Knowledge, Skills, and Abilities

Data entry experience.

Experience with a variety of software programs, including Excel and Word.

Demonstrated keyboarding proficiency.

Excellent oral and written communication skills.

Demonstrated ability to operate a ten-key calculator by touch.

Excellent customer service skills.

Filing skills.

Ability to organize and maintain systems.

Experience in handling confidential information.

Demonstrated ability to work as part of a team.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Created 05/18