

MONTEREY COUNTY OFFICE OF EDUCATION

HUMAN RESOURCES SPECIALIST

CLASSIFICATION: Classified

SALARY LEVEL: 38

WORK YEAR:

DEFINITION:

Under the general supervision of the Manager of Human Resources the Human Resources Specialist performs a wide variety of complex technical support for the Human Resources Division.

SUPERVISOR:

Manager of Human Resources

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Provides information to applicants, employees and District administrators on a variety of employment matters relating to the classified and certificated personnel service
- Maintains personnel database system and generates reports and statistical information as required
- Assists in the collection, preparation and review of data for reports, proposals and other formal written communications; ensures that all reports and correspondence achieve a high level of quality
- Ensures that employees have and maintain appropriate credentials and licenses
- Works collaboratively with Payroll and Budget departments to ensure data bases are maintained accurately
- Explains insurance, retirement and other benefits to employees
- Processes employee health and welfare enrollment information
- Collects, completes and files required documents
- Maintains and processes confidential files including but not limited to workers compensation and medical leaves and records that may include but are not limited to seniority and salary information
- Greets, informs and directs visitors, staff and students, in person or over the telephone with courtesy and diplomacy ascertaining nature of business and providing information related to area of assignment
- Maintains a high level of professional business communication with other departments, vendors, staff, students and the public
- Initiates, prepares and processes Personnel Action Forms (PAF's) for employees; processes payroll

changes including but not limited to step advancement and longevity

- Assists in coordinating Employee Recognition Program
- Prepares individual employee contracts
- Provides new employee orientation sessions and workshops
- Provides appropriate employee information to divisions/departments and other agencies as required
- Processes fingerprints and subsequent arrest notifications for employees through the California Department of Justice
- Assists with employee recruitment
- Collects and processes job applications
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.

OTHER DUTIE:

Performs other related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to high school diploma
- Bachelor's Degree plus 1 year experience in Human Resources; OR Associate's Degree plus two (2) years' experience in Human Resources; OR High School Diploma plus four (4) years' experience in Human Resources with increasing responsibilities

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, letter and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- Standard office practices, including filing systems, receptionist, telephone techniques, and arithmetic
- Business English usage, spelling, grammar, punctuation, and report and/or letter writing
- Records management

Skills and Abilities:

- Performs clerical work of advanced difficulty with accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing
- Operate modern office equipment including computer
- Perform mathematical calculations with speed and accuracy
- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Provide information and assistance to applicants, employees, supervisors and administrators.
- Provide training in area of assignment for a large group of employees
- Meet schedules and time lines.

Desirable Qualifications:

- Experience in a public education environment

Licenses and Certifications:

- Possession of an appropriate, valid California driver's license with evidence of insurability

Available Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

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