



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

PERSONNEL SPECIALIST

DEFINITION:

Under direction of the Lead Personnel Agent, plans, organizes, directs, manages and evaluates personnel and programs; assists in the planning, organization, and conduct of recruitment, selection, and employment processes; provides direction and coordination in the implementation of district programs, student teacher placements and intern programs; develops and manages a position control system; acts as a liaison with Information Technology regarding technology; interprets legal mandates, Education Code, and County Office guidelines concerning personnel; assists in the coordination and implementation of the new employee orientation.

ESSENTIAL DUTIES:

- Assigns, directs, monitors, trains, supervises and evaluates the performance of assigned employees.
- Assists in the planning of programs designed to ensure compliance with legal mandates.
- Participates in the employee/employer relations program, including negotiation processes, and contract interpretation and implementation.
- Assists in the planning, organization, development and implementation of guidelines and procedures to ensure adherence to legal mandates, policies, and regulations pertaining to personnel.
- Confers, advises, and counsels District personnel regarding various problems, issues and concerns, and provides assistance in determining alternative problem solutions.
- Participates in the planning, organization, and conduct of staff development training programs.
- Manages position control system and coordinates with the Fiscal department.
- Ensures that all Personnel reports and surveys required by Local, State or Federal agencies are prepared and submitted in a timely fashion.
- Recommends goals and objectives for the Personnel Department.
- Monitors and reviews existing and proposed legislation related to personnel.
- Represents the District at conferences, meetings, and seminars.
- Participates on committees for the purpose of establishing a professional network or providing professional expertise.
- Assist in orientation of new employees.
- Maintains district salary schedules.
- Oversees the maintenance of confidential files and records related to personnel transactions for all employees.
- Maintain and update seniority lists for certificated and classified personnel.
- Provide timely and accurate information to payroll for all actions affecting employee compensation.
- Prepare and distribute personnel reports essential to budget development.
- Assist in administration of all employee related contracts, agreements, policies, and procedures.
- Develop job descriptions and appropriate classifications for new positions and perform ongoing evaluation and updating of existing job descriptions.
- Develops and oversees computer related functions of Human Resources including the Web page.
- Prepare and distribute personnel related district publications, brochures, employee handbooks, etc.
- Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, methods, trends, strategies and techniques pertaining to personnel management.
- Position control procedures; principles and practices of management, administration, supervision and training.
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management.

- Practices, procedures, and techniques pertaining to automated personnel record management, storage, and retrieval systems.

ABILITY TO:

- Effectively and efficiently manage, plan, organize and coordinate comprehensive personnel management programs.
- Prepare clear and concise comprehensive personnel reports and statements.
- Perform complex data analysis and research.
- Manage, supervise and train employees in personnel operations.
- Establish and maintain cooperative and effective working relationships with district personnel during the course of assigned duties.
- Communicate effectively in oral and written form.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

Four (4) years of increasingly responsible and technical professional personnel experience, including management and supervisory experience.

EDUCATION:

Verification of a High School diploma, a GED certificate.

OR

A higher degree with a combination of professional trainings and/or experiences equivalent to four (4) years in personnel.

OR

or a combination of fields directly related to position requirements.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ELEMENTS:

The physical activities listed below are examples of the physical requirements necessary to perform essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but, may involving walking or standing for brief periods.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

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