

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

QUALIFICATIONS

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.

PHYSICAL DEMANDS

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.

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 a combination of fields directly related to position requirements.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.