

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: HUMAN RESOURCES SPECIALIST

SALARY: RANGE 41 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, perform a variety of technical duties in support of human resources operations and business services activities; provide information and assistance to employees and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Process personnel actions; input employee data into an assigned database; populate leave banks, salary schedules and other datasets relating to human resources functions; develop, maintain and distribute related documents and provide assistance to employees regarding document completion and submission.

Submit updated employee data to the Payroll Department and the Board for approval in accordance with reporting deadlines.

Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Prepare stipend lists for eligible categories, including extra duty, department heads, combination class, administrator, professional growth, unit advances and other categories; enter and process personnel actions; submit updates as required.

Prepare work schedules, calendars and other items related to fiscal year documentation; generate EARS, absence reports, vacation rates, range and step increases, salary and benefits reports, classification study reports and other documents and reports as required.

Input a variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of records and reports; ensure accuracy of input and output data.

Perform background checks and reference checks.

Prepare and maintain a variety of complex lists and records related to personnel, financial activity and assigned duties including those of a confidential nature; establish and maintain filing systems.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.

Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned; refer visitors and callers to appropriate staff members; respond to requests, complaints and questions from officials, staff and the public.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Practices and procedures related to certificated and/or classified personnel.
- ▶ Human resources office functions, practices, and procedures.
- ▶ Applicable laws, codes, regulations, policies and procedures.
- ▶ Operations, policies and objectives relating to human resources activities.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Perform a variety of technical duties in support of human resources operations and activities.
- ▶ Provide information and assistance to employees and the general public regarding personnel functions, policies and procedures.
- ▶ Prepare and maintain a variety of manual and automated personnel files, records, and reports.
- ▶ Learn organizational operations, policies and objectives.
- ▶ Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- ▶ Distribute, screen and process employment applications and other personnel-related documents.
- ▶ Compose correspondence and written materials independently.
- ▶ Assemble, organize, and prepare data for records and reports.

- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Maintain confidentiality of sensitive and privileged information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience including one year of human resources experience.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.