

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 256
RANGE: 142
NON-EXEMPT

HUMAN RESOURCES SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent Human Resources or assigned supervisor, perform a variety of technical and confidential Human Resources duties in support of classified, certificated, management, supervisory, confidential, substitute and short-term county office personnel programs and functions; serve as a resource to county office employees regarding designated personnel functions, activities, policies and procedures; prepare, maintain and evaluate a variety of manual and automated personnel systems, files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist and communicate with job applicants; provide information related to employment procedures, policies, examination, application, hiring and on-boarding processes and other Human Resources related issues for county office personnel and the public; attend and participate in job fairs; screen employment applications, schedule interviews and assist with the recruitment, interview, selection and on-boarding process; prepare, maintain, update, and archive recruitment files.
- Assist the Assistant Superintendent, Human Resources and county office administration in the development and maintenance of technical data systems, reports, and confidential queries, work with department administrators regarding the effectiveness and operational efficiencies of job descriptions, vacancy, promotional and transfer criteria.
- Assist in the development, implementation and analysis of Human Resources policies, standards and procedures to enhance departmental efficiency; develop forms, user guides, and documents as assigned to meet department and organizational needs.
- Assist human resources and program personnel in monitoring California Longitudinal Pupil Achievement Data System (CALPADS) and California Statewide Assignment Accountability System (CaSAAS) to ensure proper reporting and auditing of county office employee information, as assigned.
- Assist county office personnel and selected charter school program administration in the monitoring and tracking of employee licensures, certifications, and other requirements; generate notification letters to designated personnel in a timely manner to ensure licensures, certifications and other employment requirements are/remain in compliance.
- Attend, participate, and present in meetings, staff development workshops and other related activities as assigned.
- Communicate with county office personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; provide employment verifications as requested; maintain confidentiality of sensitive and privileged information; maintain the security of confidential materials.
- Compile and evaluate a variety of confidential personnel information; prepare and maintain a variety of confidential personnel records, reports and files related to evaluations, employee status, attendance, salaries, new hires, transfers, reassignments, disciplinary actions, terminations and assigned activities according to established policies and procedures.
- Compose, prepare, maintain a variety of reports and correspondence of a confidential nature, including, lists, contracts, notices, forms, letters, memoranda and other materials; duplicate and distribute a variety of materials; prepare and disseminate bulk mailings as assigned.
- Conduct staff development workshops as assigned in accordance with county office policies,

rules and regulations; prepare and deliver oral presentations as assigned.

- Create a variety of applicant and employee correspondence; respond to general employment inquiries; prepares interview and/or orientation materials.
- Enter, modify and extract sensitive personnel data in county office electronic information systems, establish and maintain various automated personnel records, reports and files; verify, update, and ensure accuracy of input and output of personnel salary information, including salary placement, additional pay and longevity.
- Identify candidates and evaluate minimum qualifications as established for the position; assist hiring manager and human resources personnel in performing additional application evaluations, as assigned.
- Maintain accurate, legal, and defensible recruitment records, reports, and resources using the county office application management system; prepare relevant reports.
- Maintain professionalism in the performance of responsibilities, continually monitoring success in meeting the expectations of both internal and external personnel/stakeholders by maintaining confidentiality at all times, ensuring accuracy of all information given and received, answering phones, routine inquiries and emails and other forms of communication in a timely, courteous and professional manner, and project a positive and helpful image to other departments and external customers.
- Participate in a variety of other assigned activities such as assisting with special projects; prepare employee badges and assemble and distribute employment packets.
- Perform a variety of technical and confidential Human Resources duties in support of classified or certificated county office personnel programs and functions; respond to inquiries from employees, management, labor representatives, outside agencies and the public.
- Prepare and submit personnel and payroll documents according to established procedures and deadlines, including but not limited to, employee status changes and attendance records with completeness and accuracy; conduct employee orientations as assigned; calculate and forward related information to the Payroll Department; distribute appropriate information to department/programs as assigned.
- Process personnel actions pertaining to employee separations according to established policies and procedures; compile related information and purge employee records and files; prepare, calculate and communicate related information to the Payroll Department; maintain Human Resources data systems and work in conjunction with payroll.
- Respond to requests for information and assistance from employees, management, outside agencies and the public.
- Serve as a technical resource to county office employees regarding designated personnel functions and related activities; respond to inquiries and provide detailed and technical information concerning related laws, codes, rules, regulations, policies and procedures.
- Support Assistant Superintendent, Human Resources in the preparation of confidential documents, memorandums of understanding and/or relevant and necessary information requests; respond to personnel concerns and/or public record requests with discretion and confidentiality.
- Work closely with Human Resources and program personnel in the processing of employee position requests, recruitments, and recommendations to offer employment utilizing county office and other systems as assigned; ensure the timely, accurate processing of data and materials.
- Work closely with Human Resources/Credentials administration, program administration, support staff, payroll, and office clerical support staff to coordinate the implementation of department goals.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.

- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work a flexible schedule.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Bargaining unit contracts, job descriptions and salary schedules.
- Basic math calculations using fractions, percentages and/or ratios.
- CALPADS.
- California Commission on Teacher Credential (CCTC) Assignment Monitoring and Review. (AMR) and CalSAAS.
- Effective time management strategies in planning and organizing workload; work schedules and meeting sensitive deadlines.
- Functionality and operation of data management systems.
- Oral and written communication skills.
- Personnel office functions, practices, and procedures.
- Principles and practices of Human Resources and employee-employer relation functions, practices and procedures.
- Professional business letter composition and report preparation.
- Record-keeping and report preparation techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist in resolving personnel-related issues and concerns with discretion and confidentiality.
- Determine appropriate action within clearly defined guidelines.
- Ensure proper and timely resolution of issues, concerns and/or conflicts.

- Learn county office organization, operations, policies and objectives.
- Meet schedules and timelines
- Perform technical Human Resources duties in support of classified or certificated county office personnel, programs and functions.
- Perform mathematical calculations quickly and accurately.
- Plan and manage multiple projects, including setting priorities with frequent interruptions.
- Process, evaluate and distribute a variety of personnel forms.
- Serve as a technical resource to county office employees regarding designated personnel functions, activities, policies and procedures.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

EXPERIENCE:

- Three years increasingly responsible experience in Human Resources.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not

limited to fine print.

- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2004

Revised: 07/01/2021