

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CONFIDENTIAL POSITION

JCN: 396
RANGE: 148
NON-EXEMPT

SENIOR HUMAN RESOURCES SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, perform a variety of highly complex human resources duties in support of management, supervisory confidential, classified, classified unrepresented, and certificated county office personnel programs and functions; serve as a technical resource to county office employees regarding designated personnel duties, activities, policies and procedures; prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist the Assistant Superintendent, Human Resources, and county office administration in the development and maintenance of technical data systems, reports, confidential queries, and information utilized by the county office negotiation team in the development of management proposals; work with department administrators regarding the financial effectiveness and operational efficiencies of proposed salary schedules, job descriptions, benefit adjustments and/or other elements of proposed collective bargaining unit agreements.
- Assist in the development, implementation and analysis of Human Resources policies, standards, and procedures to enhance departmental efficiency; develop forms and documents to meet department and organizational needs as assigned; assist in the maintenance of position control.
- Communicate with Assistant Superintendent, Human Resources, and 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 highly complex, confidential personnel information; prepare and maintain a variety of confidential personnel records, reports and files related to evaluations, status, attendance, salaries, new hires, terminations and assigned activities according to established policies and procedures.
- Compose, prepare, maintain a variety of reports, spreadsheets, 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 in accordance with county office policies, rules and regulations, as assigned; prepare and deliver oral presentations, as assigned.
- Enter, modify, and extract personnel data in county office electronic information systems, establish and maintain various automated personnel records, reports and files; verify, update and ensure accuracy of personnel salary information, including salary placement, additional pay and longevity.
- Maintain professionalism in the performance of responsibilities; continually monitor success in meeting expectations of both internal and external customers; maintain confidentiality at all times; ensure accuracy of all information given and received; answer phones, emails and other forms of communication in a timely, courteous and professional manner; 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, preparing employee badges, and assembling and distributing employment packets.
- Perform a variety of highly technical accounting duties in the preparation, processing, and maintenance of classified, classified unrepresented, certificated, management, supervisory and confidential regular, special and supplemental payrolls for the county office; ensure activities comply with county, state and federal policies, procedures, rules and regulations as assigned.
- 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; schedule and conduct employee orientation and termination procedures; calculate and forward related information to the Payroll Department; distribute appropriate information to department/programs as assigned.
- Prepare salary and/or benefit reports for the Assistant Superintendent, Human Resources, in response to management, labor proposals and/or relevant and necessary information requests; respond to personnel concerns, negotiations and/or public record requests with discretion and confidentiality.
- Prepare, calculate, process, post, audit and maintain employee contracts.
- Process all personnel actions including employee terminations according to established policies and procedures; compile related information and purge employee records and files; prepare, calculate, and communicate related information to Payroll; maintain Human Resource data systems and work in conjunction with the Payroll Department.
- Provide advisory and notification services to county office staff and teacher candidates for the purpose of determining eligibility; ensure appropriate credentialing of certificated staff; monitor expiration date of credentials and ensure employees meet current requirements for renewal and comply with established guidelines, policies, regulations and procedures.
- Respond to requests for information and assistance from employees, management, outside agencies and the public.
- Serve as a highly technical resource to county office employees regarding designated personnel functions and related activities; respond to inquiries and provide detailed and highly technical information concerning related laws, codes, rules, regulations, contracts, policies and procedures.
- Work with the Human Resources Analyst to ensure proper assignment monitoring and credential audits are conducted and completed as appropriate.
- Work collaboratively with administration to process and monitor participants and coaches participating in Induction and Peer Assistance and Coaching (PAC) programs.
- Work closely with Human Resources/Credentials administration, support staff, payroll, and office clerical support staff to coordinate implementation of department's goals.
- Attend and participate in a variety of meetings, committees, seminars, conferences, in-services and/or special events as assigned.
- 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:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Bargaining unit contracts and salary schedules.
- Data control procedures and data entry operations.
- Effective time management strategies in planning and organizing workload; work schedules and meeting sensitive deadlines.
- Functionality and operation of data management systems.
- Mathematic computations.
- Oral and written communication skills.
- Personnel office functions, practices and procedures.
- Principles and practices of Human Resources and employee relations functions, practices and procedures.
- Professional business letter composition and report preparation.
- Record-keeping and report preparation techniques.
- State of California credential requirements and procedures.
- 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.
- Compose correspondence and written materials independently.
- Determine appropriate action within clearly defined guidelines.
- Implement tasks using sound judgment discretion and confidentiality.
- Learn county office organization, operations, policies and objectives.
- Maintain current knowledge of laws, rules and regulations governing credentials.
- Meet schedules and timelines.
- Perform mathematical computations with speed and accuracy.
- Prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports.
- Process, evaluate and distribute a variety of personnel forms.
- Process new personnel and conduct employee orientations as assigned.

- Verify and evaluate transcripts, records, and applications to determine eligibility for credentials and applicable salary placement and additional pay stipends. Analyze and evaluate situations accurately and adopt an effective course of action.
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- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Maintain consistent, punctual and regular 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.
- Bachelor's degree in Business Administration or related field preferred.

EXPERIENCE:

- Four years increasingly responsible experience in Human Resources.
- District/county office experience preferred.

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 at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office environment.
- Constant 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 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: 01/29/2007; 07/23/2015; 10/01/2017; 10/01/2020