



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 31-2023/24
 DOCUMENT NO. 26-2023/24
 DATED: 10/18/23

<u>PERSONNEL SPECIALIST</u>	
DEPARTMENT/SITE: Personnel Commission REPORTS TO: Director of Classified Personnel	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 38 WORK YEAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general supervision of the Director of Classified Personnel, the Personnel Specialist performs professional technical tasks and duties in support of personnel programs for classified staff; carries out the recruitment process to fill classified position vacancies, prepares and executes classified recruitment plans and the examination components with the plans. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Merit System which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 Positions in this class provide complex and professional support in Merit System personnel programs for classified staff. This class differs from the Personnel Technician class, which provides general and routine office and clerical/technical support. It is the mid-level class of the three classes in the Personnel Commission office.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists, as needed, with conducting salary surveys and wage studies; analyzes and reports on data/material utilized by management including market compensation, and develops recommendations on classified salary structure and class placement within the range structure; provides District data as a participant in various external surveys.
- Assists with conducting the lateral transfer process for classified employees; for vacant positions, posts applications for internal candidates and screens applications for validity; certifies and places qualified candidates on a lateral list; notifies applicants of non-eligibility.
- Attends and participates in job recruitment fairs as needed.
- Consults with hiring authorities in establishing recruitment timelines and testing calendars; publish and advertises classified recruitments, including drafting job announcements and supplemental applications; posts and distributes job announcements for internal and external posting.
- Coordinates the summer school recruitment and selection process.
- Coordinates and administers the MUSD Spanish Bilingual Skills examination process.
- Meets with candidates to discuss and provide feedback concerning test results; reviews, analyzes, and responds to protests and challenges concerning test results.
- Participates in a variety of meetings, and attends Commission meetings, workshops, and/or trainings as required by the Director.
- Performs a wide variety of routine clerical activities associated with record keeping of personnel

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transactions; including employee requisitions, temporary assignments, and preparation of a wide variety of documents and reports.

- Performs routine professional and technical assignments in support of classified recruitment and selection programs and coordinates assigned recruitment needs
- Provides professional advice to administrators, managers, employees, union leadership, and the public on human resources policies, and procedures; interprets and applies Personnel Commission rules; California Education Code; and State/federal laws applicable to human resources management.
- Receives and reviews assigned applications for accuracy and completeness; screens applications for minimum qualifications; responds to candidate questions; generates notices and correspondence to applicants and candidates regarding application status and scores from competency, performance, and written examinations.
- Schedules tests and makes other testing arrangements; proctors the administration of tests; works with Personnel Commission staff to make arrangements for subject-matter experts for examination panels and performance exams; coordinates and conducts oral panel examination; distributes confirmation letters and interview guidelines to candidates and oral panel members; provides orientation and coaching to panel members; scans and inputs test scores; creates lists of eligible applicants.
- Works closely with hiring authorities to identify and select/place temporary employees in provisional or limited-term assignments; contacts candidates selected for temporary employment; establishes start dates with hiring managers and tracks temporary/provisional employees.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Merit System Rules and procedures governing recruitment, testing, and selection and position classification
- District and Personnel Commission organization, operations, policies, objectives, and applicable legal requirements, collective bargaining agreements, including the Brown Act
- Modern office practices, procedures, and equipment including computers, applicable software programs, and online platforms, including NEOGOV
- Applicable sections of the California Education Code and federal, state, and local laws, rules, regulations, and court decisions
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Processes and practices for maintaining employment test security and integrity
- Social media platforms and their use for District and Personnel
- Research methods and data analysis techniques
- Safety policies and safe work practices applicable to the assignments
- Basic math, including calculations using fractions, percentages, and/or ratios
- Business telephone techniques and etiquette

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Develop and implement comprehensive Personnel Commission programs in assigned areas of responsibility
- Conduct the full range of recruitment, testing, and selection processes for classified positions
- Represent the District and department effectively with other departments, applicants, and interview panels
- Support the Personnel Commission in preparation for and in conducting monthly meetings

- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Maintain confidentiality of Personnel Commission files and records
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Communicate with staff and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

Associate's Degree in Human Resources, Business Administration, Public Administration, or a closely related field from an accredited college or university; **OR** two years of college-level coursework in Human Resources or related field from an accredited college or university.

EXPERIENCE REQUIRED:

Four (4) years of increasingly responsible human resources experience in one or more of following areas: recruitment and selection, classification, compensation, and/or any other specialty areas within a Human Resources Department, Merit and/or Civil Service system; **OR** an equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing

and/or pulling

- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen