

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Human Resource Specialist  
**Department/Site:** District Human Resources  
**Reports to:** Human Resources Manager

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:** 38  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

The job of Human Resource Specialist was established for the purpose of performing a variety of technical human resources duties in support of classified and certificated personnel programs and functions. Serve as a resource to MUSD departments and employees regarding designated personnel functions, activities, policies and procedures; prepare, maintain and evaluate a variety of manual and automated personnel files, records and reports. Performs other duties as assigned.

### ESSENTIAL FUNCTIONS

- Performs a variety of technical human resources duties in support of classified and certificate personnel programs and functions; process and evaluate a variety of personnel forms, records and reports; assist in resolving personnel-related issues and concerns with discretion and confidentiality, perform duties requiring specialized or extensive knowledge of Human Resources and personnel practices.
- Serves as a technical resource to 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.
- Inputs and updates a wide variety of personnel data into an assigned computer system; establish and maintain various automated personnel records and files; initiate queries and generate a variety of computerized reports; verify and assure accuracy of input and output data.
- Compiles and evaluates a variety of personnel information; prepares and maintains a variety of confidential personnel records, reports and files related to evaluations, status, attendance, salaries, new hires, terminations, job postings, and assigned activities according to established policies and procedures.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, contracts and other materials; duplicate and distribute a variety of materials; prepare and disseminate bulk mailings as directed.
- Process new personnel according to established procedures; conducts employee orientations as directed; distribute forms, applications and informational materials; attendance records and evaluations as assigned.
- Verifies and updates employee salary information including longevity and step placement as assigned. Process employee terminations according to established policies and procedures; compile related information and purge employee records and files; calculate and forward related information to payroll.
- Communicates with 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 privilege information.
- Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

- Participates in a variety of other assigned activities such as assisting with special projects, attend and participate in various meetings; staff development workshops and in-services as assigned.
- Assists in the certificated and/or classified layoff activities; determine and enforce personnel standards and practices.
- Conducts research, interprets information, provides recommendation including, but not limited to legal proceedings, Education Code, labor law, and assists in the development of Human Resources policies and procedures.
- Creates a leave profile, including accrual rates, for newly hired employees and employees being promoted.
- Provides technical assistance in the areas of Human Resources data management system, and other Human Resources related programs and computerized systems.
- Works collaboratively with District and Personnel Commission staff in the coordination of classified employee employment.
- Attends to administrative and clerical details utilizing initiative, problem analysis techniques, good judgement and confidentiality. Assume responsibility and exercise sound judgment.

### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Current policies, laws, codes and procedures
- District policies, procedures
- Practices and procedures related to classified or certificated personnel
- Personnel office functions, practices and procedures
- Bargaining unit contracts and salary schedules
- Data control procedures and data entry operations
- Policies and objectives of assigned programs and activities
- Modern office practices, procedures and equipment
- Record-keeping and report preparation techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of a computer and assigned software
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy, technical aspects of field of specialty
- Mathematic computations

#### **Skills and Abilities to:**

- Performs multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions
- Operates standard office equipment
- Use pertinent software applications
- Microsoft Office suite proficient
- Performs a variety of technical human resources duties in support of classified or certificated personnel programs and functions
- Serves as a technical resource to employees regarding designated personnel functions, activities, policies and procedures

- Prepares, maintains and evaluates a variety of manual and automated personnel files, records, and reports
- Learns office organization, operations, policies and objectives
- Interprets, applies and explains laws, codes, rules, regulations, policies and procedures
- Assists in resolving personnel-related issues and concerns with discretion and confidentiality
- Composes correspondence and written materials independently, work independently with little direction
- Types or input data at an acceptable rate of speed
- Process new personnel and conduct employee orientations as assigned
- Process, evaluates and distributes a variety of personnel forms
- Meet schedules and timelines
- Makes mathematical computations with speed and accuracy
- Determines appropriate action within clearly defined guidelines
- Communicates effectively both orally and in writing
- Establishes and maintains cooperative and effective working relationships with others
- Implements tasks using sound judgment discretion and confidentiality
- Schedules a number of activities, meetings, and or events
- Flexibility is required to work with others in a variety of circumstances
- Organizes work
- Prepares comprehensive narrative and statistical reports
- Presents a positive image of the Madera Unified School District

### **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 resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

### **MINIMUM QUALIFICATIONS**

**Experience:** Four years of increasingly responsible experience in a Human Resources setting. School District setting is preferred.

**Education:** Two years of college level course work in Business Administration, Public Administration or closely related field from an accredited college or university.

OR

Any equivalent combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities of the position.

**Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

**Continuing Education/Training**

- On-going as needed

**Certificates/Licenses**

- California Driver's License

**Clearances**

- DOJ/FBI Background
- TB Clearance
- Physical Demand (A)