

Madera Unified School District
Classified Job Description
Human Resources Specialist

Purpose Statement

Under the supervision of the Coordinator of Human Resources; perform 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. Perform other duties as assigned.

This job reports to the Coordinator of Human Resources.

Essential Functions

- Perform a variety of technical human resources duties in support of classified and certificated personnel programs and functions; process and evaluate a variety of personnel forms, may assist in Health benefits activities applications, 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.
- Serve 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.
- Input and update 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.
- Compile and evaluate a variety of 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 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; conduct employee orientations as directed; distribute forms, applications and informational materials; attendance records and evaluations as assigned.
- Verify and update 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.

- Communicate 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.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Participate 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.
- Assist in the certificated and/or classified layoff activities; determine and enforce personnel standards and practices.
- Assists personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Processes a variety of benefit information for the purpose of completing enrollment/changes within program guidelines.
- Conduct research, interpret information, and provide recommendation including, but not limited to legal proceedings, Education Code, labor law, and assist in the development of Human Resources policies and procedures.
- Maintains a variety of benefit information and leave verification, (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up to-date reference and audit trail.
- Provide technical assistance in the areas of the Subfinder System, Human Resources website, electronic record retention system, Human Resources data management system, and other Human Resources related programs and computerized systems.
- Work collaboratively with District and Personnel Commission staff in the coordination of classified employee employment.
- Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment and confidentiality. Assume responsibility and exercise sound judgment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

Skills:

Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Operate standard office equipment; use pertinent software applications. Microsoft Office suite proficient.

Knowledge of:

Practices and procedures related to classified or certificated personnel; Personnel office functions, practices and procedures. Bargaining unit contracts and salary schedules; Applicable laws, codes, regulations, policies and procedures; 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 speciality; mathematic computations.

Ability to:

Perform a variety of technical human resources duties in support of classified or certificated personnel programs and functions; serve as a technical resource to employees regarding designated personnel functions, activities, policies and procedures; prepare, maintain and evaluate a variety of manual and automated personnel files, records, and reports; learn office organization, operations, policies and objectives; interpret, apply and explain laws codes, rules, regulations, policies and procedures; assist in resolving personnel-related issues and concerns with discretion and confidentiality; compose correspondence and written materials independently; work independently with little direction; type or input data at an acceptable rate of speed; process new personnel and conduct employee orientations as assigned; process, evaluate and distribute a variety of personnel forms; meet schedules and time lines; make mathematical computations with speed and accuracy; determine appropriate action within clearly defined guidelines; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; implement tasks using sound judgment discretion and confidentiality; schedule a number of activities, meetings, and/or events; flexibility is required to work with others in a variety of circumstances; analyze situations accurately and adopt an effective course of action and create action plans; read a variety of manuals, write documents following prescribed formats, and/or present; meet schedules and time lines; plan and organize work; prepare records and reports related to assigned activities; prepare comprehensive narrative and statistical reports; present a positive image of the Madera Unified School District.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situation; working under stressful situations; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials; sitting or standing for extended periods of time; occasional 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 Three years of increasingly responsible clerical/secretarial experience in an office environment within Madera Unified School District.

OR

Three years of college units from an accredited college or university in the field of Human Resources or Business Administration can be substituted for 3 years of experience.

Education High School Diploma or GED required.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical exam

Certificates

Valid California Class C driver's license

Clearances

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance
- Physical Demands (A)

FLSA Status

Non Exempt

Salary Range