

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SENIOR HUMAN RESOURCES SPECIALIST

DEFINITION

Under direction of the administrator, the Senior Human Resources Specialist (consisting of the following desk positions: Certificated Human Resources and Classified/Personnel Commission) perform a variety of highly responsible, confidential and specialized tasks and duties in the administration of the human resources functions for the County Office of Education; provide interpretation of policy and regulations; and assist staff, faculty and the general public. Assist in the development, monitoring, controlling, and administering of budgets, budget reporting and budget analysis.

SUPERVISION EXERCISED

May exercise technical and functional oversight over staff in the Human Resources Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as a primary resource and information source regarding human resources services, including but not limited to: Personnel Commission or credentialing, health and welfare, school districts, workers' compensation, leaves of absence; Live Scan Fingerprinting and employee services.

Coordinate recruitment activities; prepare recruitment notices job announcements and employment advertisements; accept applications for employment; review employment applications for compliance with employment requirements; perform preliminary review of qualifications; record applications in proper categories; maintain applications in proper files.

Assist in administering selection procedures by scheduling interviews, setting up interview committees, notifying applicants, and explaining and monitoring procedures. Assist with checking references in the hiring of new employees.

Process required paperwork for new employees, including benefits; handle sensitive information including fingerprints and medical information; fingerprint new employees; provide orientations to all new employees regarding salaries, benefits, policies and procedures, leaves and forms.

Independently compose, type, and distribute correspondence and memoranda to County Office personnel and the general public; provide information concerning inquiries relative to position vacancies and promotional opportunities; provide information and assistance to job applicants and employees regarding employment standards and requirements.

Analyze situations and make appropriate decisions without immediate supervision.

Perform detailed functions relating to budget development, monitor, control, and analysis; prepare budgets and statistical reports and statements; prepare and maintain logs, records, and statistical data in the area of assignment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

Coordinate, develop and monitor multiple Human Resources budgets; compile, check, and tabulate budgetary estimates and allotments; process travel reimbursement claims and monthly invoicing.

Interpret County Office of Education policies and regulations.

Establish, prepare and maintain human resources files and records for all employees including seniority lists, timetables for employee evaluations, and personnel transactions.

Record EEO information and selected employee information including transfers, changes of status and increment records.

Notify all pertinent departments and individuals of any human resources transactions and employee changes of status, such as transfers, terminations, hires, schedule changes and other data; respond to inquiries from district management concerning personnel transactions.

Act as a liaison with Business Office, County Office staff, IT, and outside agencies in matters relating to human resources transactions and changes.

Maintain a variety of complex records and files; monitor dates to ensure that required actions are completed in a timely manner; update records and files.

Coordinate with local districts and COE to fulfill daily teacher and/or instructional aide absences and serve as Frontline/AESOP help desk liaison. Establish and maintain current information for available and approved substitute teachers and instructional aides. Provide training to other HR staff and districts as needed.

Perform responsible and difficult human resources administrative support work involving the use of independent judgment and personal initiative; assume responsibility for the accurate and timely processing of personnel matters.

Operate standard office machines and equipment including computers, scanners, printers, copiers, calculators, and credit card and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications and Gsuite.

Attend and participate in staff meetings, in-services activities; workshops, conferences, and classes to increase professional knowledge.

Maintain confidentiality of information.

Perform related duties and responsibilities as assigned.

OTHER JOB RELATED DUTIES

In addition to the above general example of duties, specific activities may require specialized duties as follows:

Certificated Human Resources:

Assist in recruitment activities for local small school districts.

Analyze transcripts for recommendations on salary placement for certificated employees; verify appropriate work experience; prepare employment contracts.

Responsible for CalDucs, CBEDS, J-90 and APLE reporting and programs.

Prepare contracts for certificated staff, certificated manager and classified managers.

Prepare annual standardized compensation letters for Superintendent.

Responsible for Frontline/AESOP (automated sub calling system) billing to districts; prepare yearly contracts with each participating district.

Classified Human Resources/Personnel Commission:

Provide a full range of support to the Personnel Commission, including merit rules and regulations, developing agendas, taking and preparing minutes and developing reports.

Assist in the development and implementation of goals, objectives, and policies for the Human Resources Department/Personnel Commission.

Direct and participate in recruitment, selection and assignment of staff for the County Office of Education; ensure equal employment opportunity and adherence to Merit System; prepare employment advertisements accept applications for employment; review employment applications for compliance with employment requirements; perform preliminary review of qualifications; verify work experience; record applications in proper categories; maintain applications in proper files.

Interpret County Office of Education/Personnel Commission policies and regulations, including monitoring Merit Rules and Regulations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, procedures, and rules governing public personnel administration and related legal requirements.

Principles and practices of basic fiscal, statistical and administrative data collection and report preparation.

Principles of budget development and projections.

Knowledge of (continued):

Analysis, use and interpretations of methods and practices of budget procedures and terminology including computer printouts.

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Correct English usage, spelling, vocabulary, grammar, and punctuation.

Principles and procedures of record keeping.

Basic principles, techniques and etiquette used in dealing with the public.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

Principles and practices of business letter writing.

G-Suite, word processing methods, techniques, and programs including spreadsheet and data base applications.

Mathematical principles.

Operate modern office equipment, including computer equipment and applicable software programs.

Skill and Ability to:

Operate modern office equipment including computer equipment and applicable software programs.

Type at a speed necessary for successful job performance.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Learn the full range of procedures and functions of certificated or classified personnel administration.

Learn, interpret and apply pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Work under limited supervision within a broad framework of standard policies and procedures.

Use independent judgment, initiative and good human relations and problem solving skills in the application and follow through on decisions.

Skill and Ability to (continued):

Understand the organization and operation of the Human Resources Department and the County Office necessary to assume assigned responsibilities.

Perform mathematical calculations quickly and accurately. Analyze data and select the best solution from a range of alternatives.

Answer questions regarding staffing costs and budget related matters.

Compile and tabulate data and information and prepare summaries and reports. Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of four years of college supplemented by specialized training and/or college courses in human resources or a closely related field.

Experience:

Four years of a broad range of increasingly responsible administrative support experience including two years of Human Resources experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Approval Date: July 1, 1999.

Revision/Approval Date: June 2011

Revision/Approval Date: July 2020*

*job description checked for accessibility