

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title: **HUMAN RESOURCES SPECIALIST**  
Job Family: Clerical/Secretarial Support  
Reports to: Assistant Superintendent - HR  
Salary Level: Range 33  
Calendar: Classified 12 Month

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**DEFINITION:**

Under the direction of the Assistant Superintendent – Human Resources, incumbent will serve as a Human Resources Specialist to the department. Under direction, designs, implements and maintains programs to support a centralized human resources office. The programs are designed to support departmental management and staff. Successful performance requires that the incumbent exercise considerable creativity, initiative and judgment in resolving program issues and challenges, research and communications. Human relations contacts span to multiple levels within the organization on a continuous basis and public contacts on a frequent basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** 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/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides information to applicants, employees and District administrators on a variety of employment matters relating to the classified or certificated personnel service, including job opportunities, requirements, salaries, examination and other selection processes.
- Assists in the collection, preparation and review of data for reports, proposals and other formal
- Written communications; ensures that all reports and correspondence achieve a high level of quality.
- Assists in implementation and periodic review of personnel policies and administrative regulations.
- Assists in review of applicant experience and education to verify that they meet the minimum qualifications for positions.
- Schedules job applicants and notifies them about personnel processes or results of the selection process.
- Assists with administration of tests and processing results to candidates; may serve as the test administrator.
- Works in cooperation with others to assure required degrees, licenses, credentials and tests are obtained in compliance with regulations.
- Processes and completes personnel forms as necessary on new and terminating employees, ensuring that employees have appropriate credentials, licenses, examinations, etc.
- Works collaboratively with Payroll and Budget to ensure data bases are maintained accurately.
- Serves as key contact to maintain a position control data base.
- Computes individual payroll changes and prepares notification to the payroll office.
- Explains insurance, retirement and other benefits to newly hired employees. Collects, completes and files required documents from newly hired employees. Maintain permanent employee benefits records; update records with retirement, leave, and various other pieces of information, as appropriate.
- Order, receive and maintain inventory of benefits materials.
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, enrollment options, eligibility, coverage and claims; answer telephone calls; respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations.

- Perform a variety of Workers' Compensation and disability processing functions as assigned by the position; communicate with appropriate administrators regarding progress and status; process recommendations and maintain related files and documents.
- Maintains central personnel filing system, including salary changes, anniversary dates, vacation, sick leave, credentials for certificated staff, etc.
- Must be flexible and able to change projects or priorities on a frequent basis.
- Performs clerical and receptionist duties with a minimum of supervision; must be able to work with, gather, and compile information from a wide variety of sources and prepares reports utilizing a PC and several types of software programs.
- Prepares necessary District, State and/or Federal statistical reports.
- Maintains confidential files and records that may include seniority lists, salary information absences and leaves, etc.
- Prepares responses to unemployment compensation inquiries.
- Notifies CAL-PERS and STRS of all new hires, separations, increase in hours and retirements.
- Types a wide variety of materials with responsibility for correct grammar, spelling, syllabification and format.
- Assembles background materials for meetings, gathers items for agendas and creates documents.
- May reply to routine requests for information from own knowledge or brief instruction from supervisor.
- Prepares reports and provides editorial assistance in preparing, producing and disseminating publications related to employment, staffing and other personnel topics.
- Maintains a high level of professional business communication skills with other departments, vendors, staff, students and the public.
- Reviews finished work for clerical accuracy.

**Other Duties:**

- Edits Personnel Department website for job vacancies, application information, etc. Maintains job vacancy lists in hard copy format for applicants.
- Represents the Department at recruiting activities.
- Performs other related duties as assigned by the supervisor.
- Participates in available training to meet new safety and/or technology standards.
- Attends meetings related to assignment.

**REQUIRED QUALIFICATIONS:**

**Education and Experience** (Any combination equivalent to):

- Preferred completion of a bachelor's degree in human resources management, business, or related field
- Two years of increasingly responsible work in human resources.
- Educational requirement may be waived with a minimum of 5 years increasingly responsible experience in human resources or a related field.

**Experience:**

- Combination of training and experience equivalent to five (5) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties.
- Personnel or Human Resources experience, including direct public contact.
- Training in keyboarding, personal computer literacy and general clerical operations.
- Experience, understanding and maintaining cooperative and effective relationships with persons of culturally and linguistically diverse backgrounds.
- Additional job training in a District-wide personnel database or related databases is preferred.

**Licenses and Certificates:**

- Possession of a valid Class C California driver's license (as appropriate to the assignment)

**Knowledge of:**

- Basic English usage, spelling, grammar, punctuation, and report and/or letter writing.
- Pertinent Federal, State and local laws, codes and regulations.
- Working knowledge of Microsoft Word, PowerPoint, and Excel.

- Methods and practices of accurate record keeping (financial and otherwise), including mathematics, electronic spreadsheets and efficient filing systems.
- Modern office methods, procedures and equipment; financial and other record keeping systems, receptionist and telephone techniques.
- Source documents and data entry verification.

**Ability to:**

- Clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of related processes and procedures.
- Maintain confidentiality of information.
- Maintain and controls multiple tasks/projects simultaneously with interruptions.
- Present statistical materials in table, chart or graph form.
- Research and document procedures.
- Maintain patience and tolerance when working with "difficult" individuals.
- Understand and carry out assigned work with minimal supervision.
- Take responsibility to use good judgment in recognizing scope of authority.
- Analyze situations accurately and adopt an effective course of action.
- Prepare and maintain statistical records and reports.
- Use an alpha-numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Learn, plan, formulate and execute federal, state, District and departmental policies, procedures and directives, in accordance with assigned duties.
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies and methods of the office, the District and the State of California.
- Use initiative and judgment in discussing problems with the public and District staff, involving District practices and policies.
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers and the community.
- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions.
- Communicate effectively in the English language, both orally and in writing.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Understand and follow oral and written directions.
- Perform mathematical calculations with speed and accuracy.
- Maintain accurate and neat records and reports.
- Maintain regular attendance and punctuality

**Desired Qualifications:**

- Associate or Bachelor's degree highly desirable.
- Certificate in Human Resources or Personnel.
- Previous experience in a school district or governmental entity.
- Strategic and analytical thinking skills with an ability to solve problems and make decisions.
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision.
- Ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes.
- Knowledge of the State Education codes and the Brown Act.


**WORKING CONDITIONS:**


- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy.

- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally lift 50 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
- Typically indoor work environment.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

**Board Approved:** May 24, 2018