

HUMAN RESOURCES SPECIALIST

DEFINITION

Under the supervision of the designated Administrator, provide assistance and perform a variety of technical and confidential administrative duties in the areas of recruitment and selection, new hire processing, credentialing, employee status changes, HCM database management, substitute scheduling, workers' compensation, employee benefits and leave administration. The Human Resources Specialist shall recommend strategies to plan, organize, and develop operational policies, guidelines, and procedures; evaluate the effectiveness of new human resource programs and projects. The Human Resources Specialist shall coordinate, monitor, and review programs and project services to ensure compliance with State and Federal legal mandates, regulations, and guidelines. The Specialist also supports risk management functions including incident reporting, safety compliance tracking, claims coordination, and risk mitigation recommendations; perform other related duties as assigned.

EXAMPLES OF DUTIES

1. Respond to routine inquiries and provide information to employees and the general public.
2. Provide technical and administrative support to the Administrator.
3. Coordinate and administer recruitment, scheduling interviews and new employee on-boarding process; prepare recommendations for Administrator approval
4. Compile and maintain employee files and HCM database management based on personnel status action reports.
5. Coordinate substitute scheduling and maintain related records.
6. Maintain accurate lists, databases, and records pertaining to employment requirements and credentialing.
7. Prepare Board agenda items and personnel reports for Administrator review.
8. Provide information and assist with employee benefits and leave administration.
9. Coordinate workers' compensation claims, maintain communication with carriers, recommend corrective actions.
10. Perform risk management duties including processing incident reports, coordinating safety training, support insurance compliance reporting.
11. Assist the Administrator with research, data gathering, preparation of HR reports and correspondence, and/or special projects.
12. Assist with the preparation and submission of State and Federal reports.
13. Coordinate with payroll on matters affecting employee pay or benefits; escalate discrepancies.
14. Maintain and update personnel procedural manuals and HR forms; assist with drafting, formatting, and routing HR policies and procedures for review and approval; coordinate employee handbook update and publish approved versions.
15. Maintain department equipment and supplies.
16. Perform other duties as assigned.

QUALIFICATIONS

1. Associate's degree or equivalent coursework.
2. Three (3) years increasingly responsible clerical or technical experience involving frequent public contact in a human resources department or school district administrative office.
3. Excellent organizational and customer service skills.
4. Strong written, verbal and interpersonal communication skills.
5. Proficiency in computer applications and database management.
6. Type accurately at a speed necessary for meeting multiple deadlines and successful job performance.
7. Proficient in English usage, spelling, grammar, punctuation, vocabulary, and arithmetic.
8. Possess a valid Driver's License.

KNOWLEDGE OF

1. Principles, techniques, procedures, and terminology related to human resources record-keeping and credentialing activities.
2. District rules, regulations, policies, and procedures.
3. California Education Code governing certificated and classified personnel management.

4. Federal and state labor law pertaining to human resource management.
5. Rules and regulations pertaining to secondary and post-secondary Career Technical Education.
6. Computer software applications and database systems utilized for data processing and maintenance of personnel and payroll records.
7. Correct English usage, grammar, punctuation, vocabulary, and spelling.

ABILITY TO

1. Maintain employee confidence and protect operations by keeping human resource information confidential.
2. Function in situations requiring tact and discretion.
3. Display the highest level of integrity.
4. Pay attention to detail.
5. Use sound judgment in performing responsible and confidential work.
6. Perform a wide variety of administrative human resources activities.
7. Interpret, communicate, and apply laws, regulations, and District policies and procedures.
8. Provide accurate information in accordance with established laws, regulations, policies and procedures.
9. Provide excellent customer service.
10. Utilize computer office software applications and database programs proficiently.
11. Operate standard office equipment such as copy machine, printer, fax machine, and calculator.
12. Prioritize, organize, and complete a variety of tasks simultaneously with multiple interruptions and distractions.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily indoors in an office environment with periodic visitations to sites outside the boundary of the district and/or region. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule M / Range 39

**This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.*

Board Approved: December 11, 2025