SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Human Resources Specialist
REPORTS TO: Assigned Supervisor

DEPARTMENT: Human Resources
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 40

REVISED: January 22, 2019

BASIC FUNCTION:
Independently perform specialized and technical duties in the administration and control of a major segment or function of the Human Resources Department; communicate effectively with the public, prospective employees, district administrators and other employees on a variety of sensitive issues.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in the administration of various human resources functions according to district policy and procedures, State and Federal rules and regulations and collective bargaining agreements. E

Identify, research, and coordinate the resolution of issues and concerns related to human resources operations, policies and procedures. E

Communicate with the public, prospective employees, district administrators and other employees regarding complex and technical human resources matters. E

Coordinate, monitor and document employment processes while complying with all district, State and Federal regulations and collective bargaining agreements. E

Provide technical expertise and support to district administrators and other employees on the interpretation of district human resources policy and procedures, State and Federal rules and regulations and collective bargaining agreements. E

Respond to written and verbal inquiries from a variety of internal and external sources to resolve problems, provide information, identify relevant issues and/or refer to appropriate staff. E

Operate a computer and business related software applications, including word processing, spreadsheets and database management; input, edit, review, verify and extract data from human resources systems/databases. E

Develop and maintain a wide variety of complex personnel-related records. E

Maintain manual and electronic documents, files and records. E

Prepare a variety of reports and related documents. E
Coordinate and schedule meetings and interviews; provide orientations and workshops.

Train and direct the work of others as assigned; ensure efficient and accurate completion of assigned tasks.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
A combination of training, experience, and/or education equivalent to four years of recent, full-time equivalent, increasingly responsible personnel-clerical experience, including public contact and the implementation of human resources rules and regulations in a public or large private organization.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Human resources practices applied within a school district environment.
Codes, regulations and laws related to job functions.
Modern office practices, procedures and equipment.
Computer software involving word processing, spreadsheets and databases.
Basic research procedures and principles, including problem solving and research techniques.
Basic math, including calculations using fractions, percentages, and/or ratios.
Interpersonal skills to effectively deal with the public, prospective employees, district administrators and other employees on a variety of sensitive issues.
Reading and writing English communication skills.

ABILITY TO:
Perform a wide variety of specialized and technical human resources work.
Identify, research and coordinate the resolution of issues and concerns.
Operate standard office equipment including computers and related software applications.
Maintain, analyze and prepare reports on a wide variety of data.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain effective working relationships.
Communicate effectively orally and in writing with diverse groups.
Exercise diplomacy, tact and independent judgment.
Independently interpret guidelines.
Maintain confidentiality.
Work under limited supervision following standardized practices and/or methods.
Work under pressure of changing priorities, heavy volume, and constant interruptions.
Plan and organize workload.
Maintain records.
Train and provide work direction to others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor; office setting.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**DISTINGUISHING CHARACTERISTICS:**
A Human Resources Specialist performs specialized technical duties of a major segment or function of Human Resources administration such as certificated and classified recruitment, examination and selection activities and employee leave of absence administration.

A Credential Specialist performs specialized technical credential functions of assessing certificated applicants eligibility and placement including the monitoring of state certification processes.

A Certificated Salary Specialist performs specialized technical-clerical work in evaluating work experience, college and university coursework and degrees for the purpose of salary placement and salary advancement of certificated nonmanagement staff.

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