

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Human Resources Specialist	<b>REPORTS TO:</b>	Assigned Manager
<b>DEPARTMENT:</b>	Human Resources	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	40 OTBS
<b>REVISED:</b>	July 29, 2014		

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**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 microcomputer and business related software, including work 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. **E**

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

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:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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.

Human resources practices applied within a school district environment.

Codes, regulations and laws related to job functions.

Interpersonal skills to effectively deal with the public, prospective employees, district administrators and other employees on a variety of sensitive issues.

English usage, grammar, spelling, punctuation and vocabulary.

**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 microcomputers 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.

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