

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **SENIOR HUMAN RESOURCES SPECIALIST**

#### **DEFINITION**

Under direction, perform a variety of highly responsible, confidential and specialized secretarial, technical, and paraprofessional duties in the administration of the human resources functions for the County Office of Education; and provide interpretation of policy and regulations pertaining to maintenance of personnel records and files. Assist in the development, monitoring, controlling, and administering of budgets, budget reporting and budget analysis.

#### **SUPERVISION EXERCISED**

Performs no oversight over County Office Staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Serve as a primary resource and information source regarding human resources services, including but not limited to: substitute calling, Live Scan Fingerprinting, credentialing, health and welfare, school districts, workers' compensation, leaves of absence 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; verify work experience and CBEST standings; record applications in proper categories; maintain applications in proper files.

Assist in recruitment activities for local small school districts.

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; schedule physical examinations; fingerprint new employees; provide orientations to all new employees regarding salaries, benefits, policies and procedures, leaves and forms.

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

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.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

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.

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 certificated 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 position control for all permanent employees.

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.

Establish and maintain current information for available and approved substitute teachers and instructional aides; maintain and place substitutes and serve as liaison and coordinator for the automated substitute calling system.

Perform a full range of CalSTRS administrative and support duties, including: processing of purchase orders and travel reimbursement claims; budget development and monitoring; monthly invoicing; liaison to CalSTRS regarding budget and contract concerns.

Responsible for learning NCLB verification, CalDucs, CBEDS and APLE reporting.

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.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

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

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

Prepare annual standardized compensation letters for Superintendent.

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

Maintain confidentiality of information.

Maintain the design of the coding structure for the position control system and additional earnings module.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**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.

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.

**Knowledge of (continued):**

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Mathematical principles.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

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.

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.

**Experience:**

Four years of increasingly responsible clerical experience including two years of human resources experience.

**License or Certificate:**

Possession of or ability to obtain an appropriate driver's license.

**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:*

Ability to work in a standard office environment.

**Approval Date:** July 1, 1999.

**Revision/Approval Date:** June 2011