

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

HUMAN RESOURCES SPECIALIST

DEFINITION

Under general supervision of the Executive Director of Human Resources, the Human Resources Specialist serves as a technical and confidential resource to the County Office regarding designated human resources functions, activities, policies, and procedures, prepare, maintain, and evaluate a variety of manual and automated human resources systems, files, records, and reports, and performs other related duties by supervisor.

DIRECTLY RESPONSIBLE TO:

Executive Director of Human Resources

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with all stages of employment recruitment processes and maintain accurate records of the process, including travel to job fairs;
- Assist the Executive Director of Human Resources and county office administration in the development and maintenance of technical data systems, reports, and confidential queries, work with department administrators regarding the effectiveness and operational efficiencies of job descriptions, vacancy, promotional and transfer criteria.
- Assist in the development, implementation and analysis of Human Resources policies, standards, and procedures to enhance departmental efficiency; develop forms, user guides, and documents as assigned to meet department and organizational needs.
- Attend, participate, and present in meetings and staff development workshops.
- Communicate with county office personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns; provide employment verifications as requested; maintain confidentiality of sensitive and privileged information; maintain the security of confidential materials.
- Prepare and maintain a variety of confidential personnel information (e.g. evaluations, employee status, attendance, salaries, new hires, transfers, reassignments, disciplinary actions, and terminations.)
- Compose, prepare, maintain a variety of reports and correspondence of a confidential nature, including, lists, contracts, notices, forms, letters, memoranda, and other materials; duplicate and distribute a variety of materials; prepare and disseminate bulk mailings as assigned.
- Enter, modify and extract sensitive personnel data in county office electronic information systems; check electronic information for accuracy.
- Answer phones, routine inquiries and emails and other forms of communication.
- Prepare employee badges and assemble and distribute employment packets.
- Respond to inquiries from employees, management, labor representatives, outside agencies and the public.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

HUMAN RESOURCES SPECIALIST

- Prepare and submit personnel and payroll documents according to established procedures and deadlines, including but not limited to, employee status changes and attendance records with completeness and accuracy;
- Prepares annual updates and rollover procedures for absence management and financial systems each year.
- Presents all employees with onboarding procedures and policies; explains, reviews, and ensures that all necessary documents are complete and inputs to an assigned computer system.
- Process personnel actions pertaining to employee separations according to established policies and procedures; compile related information and purge employee records and files.
- Serves as an informational resource to all employees and job applicants with regard to the various benefit programs, e.g., medical, dental, vision; defined contribution retirement programs (403b); extended leaves of absence; and worker's compensation and ensures employees are informed of any updates.
- Conducts health benefit open enrollment; monitors and verifies successful completion of all required forms including inputting a variety of existing employee benefit and leave information into an assigned computer system.
- Maintains health records such as TB and Hep B.
- Schedules annual flu shots and health screening for county employees.
- Work closely with Human Resources and program personnel in the processing of employee position requests, recruitments, and recommendations to offer employment utilizing county office and other systems as assigned; ensure the timely, accurate processing of data and materials.
- Work closely with Human Resources/Credential Analyst to verify credentials.
- Set up, maintain, and process LiveScan applications; conduct fingerprints for LiveScan applicants; set up and maintain LiveScan device.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.

MINIMUM QUALIFICATIONS:

Education, Training and Experience

- Associate's degree with major course work in business, public or human resources administration or related field with two years of human resources experience; or six years of experience in human resources.
- Human resources experience in a school district or county office preferred.

Knowledge of:

- Practices and procedures related to classified and certificated personnel.
- Applicable laws, codes, regulations, policies, and procedures.
- Human resources office functions, practices, and procedures.
- Bargaining unit contracts, job descriptions and salary schedules.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

HUMAN RESOURCES SPECIALIST

- Effective time management strategies in planning and organizing workload, work schedules and meeting sensitive deadlines.
- Functionality and operation of data management systems.
- Data processing operations related to the maintenance of personnel records.
- Record keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Determine appropriate action within clearly defined guidelines.
- Ensure proper and timely resolution of issues, concerns and/or conflicts.
- Learn county office organization, operations, policies, and objectives.
- Adapt to changing program/department needs.
- Communicate effectively in both oral and written form; read, understand, and follow instructions.
- Explain and apply policies and procedures derived from a variety of sources including bargaining unit agreements, Education Code, Superintendent's/County Policies and procedures, and other pertinent state and federal laws and regulations.
- Complete work with many interruptions.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Project a positive and helpful image to other departments and external customers
- Work independently, prioritize and manage multiple tasks and effectively apply time management skills.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community members.
- Work confidentially and with discretion.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling, or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

HUMAN RESOURCES SPECIALIST

truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This position may travel to provide services.

Licenses and Certificates:

- Valid California C Driver's License with proof of automobile liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: H

Approval Date: 8.15.24