

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Human Resources Data Specialist I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resources/Labor Relations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-37/CSEA 125 Salary Schedule

(Former Classification: Employment Specialist I)

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform responsible and detailed technical work accurately and in a reasonable, timely manner for human resources functions involving current District employees, applicants, new hires, substitutes, retirees, and others as required to meet the needs of the District; assist in development and refinement of business processes related to assigned areas in order to ensure effective and efficient operation of the department.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

Process documents and perform accurate and reasonable, timely data entry for all personnel functions including processing of new hires, promotions, status changes, leaves, budget changes, resignations, retirements, and other technical employment details in support of student learning. *E*

Receive inquiries, screen calls and provide information or refer to the appropriate staff for response; provide information concerning policies and procedures and District's expectation related to current assignments; assist in covering the front desk counter to meet the needs of visitors, staff and applicants. *E*

Ensure all required hiring and payroll paperwork is processed in a reasonable, timely manner to meet payroll timelines. *E*

Assist in development and refinement of business processes related to assigned areas in order to ensure effective and efficient operation of the department. *E*

Perform complex, detailed and accurate computer data entry using the District's payroll/human resources information management system; operate and understand payroll functions to ensure data entry updates interface accurately with payroll. *E*

Operate and understand current operating systems; learn and utilize current computer programs related to assigned positions; produce basic reports related to assigned duties and review data to ensure reporting accuracy for the District. *E*

Maintain tracking systems for personnel actions including leaves of absence, vacation and sick leave, STRS, PERS, and all other information contained in tables associated with the human resources information management system. *E*

Process personnel requisitions and employment data accurately and in a reasonable, timely manner to meet payroll timelines; verify salary grade and step placement based on education, experience, credentials, and District guidelines; refers salary proposals outside of normal policy to appropriate supervisor for approval. *E*

Enroll employees in and separate employees from appropriate retirement programs such as STRS/PERS/Defined Benefits in a reasonable, timely manner to ensure processing of information to meet program and payroll timelines; understand and comply with rules and regulations of the programs. *E*

Maintain contact with school site/department personnel to ensure that employees are in assigned positions, follow-up to determine if employees have returned from leaves of absence, maintain records regarding differential pay, FMLA, pregnancy disability, and all other personnel actions affecting pay or employment status. *E*

Provide information concerning District policies and procedures; follow established guidelines on confidential or sensitive issues for the safety and protections of the staff and outside individual or groups to ensure the integrity and credibility of the District. *E*

Scan and file documents accurately to the appropriate file folders for quick access and viewing of information. *E*

Maintain records; prepare written reports; attend meetings; prepare and transmit information related to employment or status changes. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in computer science, human resources management, or related field and two years of increasingly responsible technical computer or human resources experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District operations, specific rules, policies and procedures related to certificated and classified employment processes and practices.
- Methods and processes of statistical analysis and data reporting.
- Current computer hardware and software programs/systems related to assigned position.
- State of California credential requirements and procedures.
- Applicable sections of State Education Code and other state and federal laws.
- Bargaining unit contracts, policies, and procedures.
- Operation of a computer and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Work with current computer systems and networks to perform a variety of specialized technical duties.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Maintain accurate records, prepare and generate reports.
- Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to current position.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Work confidentially and complete work independently with many interruptions.
- Analyze situations accurately and adopt or recommend effective courses of action.
- Type 40 correct words per minute.
- Learn new or updated computer systems/software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes

Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; fast paced work with fixed deadlines; constant interruptions contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions