

**FRESNO UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Human Resources Data Specialist II	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resources/Labor Relations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-42/CSEA 125 Salary Schedule

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**(Former Classification: Employment Specialist II)**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, perform responsible technical, detailed and highly complex 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; develop and refine business processes related to assigned areas in order to ensure effective and efficient operation of the department; mentor and provide clear work direction and guidance to others as needed.

**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 personnel actions including new hires, promotions, status changes, budget changes, resignations, retirements, and other technical duties in support of student learning. *E*

Mentor and provide clear expectations, work direction and guidance to others as related to assigned duties in order to provide reasonable, timely delivery of professional services. *E*

Receive inquiries, screen calls and provide information or refer to the appropriate staff for response; provide information concerning policies and procedures related to current assignments 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*

Develop and refine business processes related to assigned areas in order to ensure effective and efficient operation of the department. *E*

Participate in staffing conferences as assigned; maintain accurate records and details related to staffing of sites and departments, and process all documents related to staffing. *E*

Perform complex, detailed and accurate computer data entry using the District's 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 and learn and utilize current computer programs related to assigned positions; produce reports related to assigned duties as needed and review data to ensure reporting accuracy for the District. *E*

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

Process personnel requisitions and other 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; refer salary proposals outside of normal policy to the 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*

Provide detailed and technical information concerning District policies and procedures; follow established guidelines on confidential or sensitive issues for the safety and protection of the staff and outside individuals 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 comprehensive 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 four 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.

Methods and processes of statistical analysis and data reporting.

Current computer hardware and software programs/systems related to position.

Applicable State of California credential requirements and procedures.

Applicable sections of State Education Code and other state and federal laws.

Applicable 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:**

Perform complex assignments independently.

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 basic reports related to assignment.

Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to assigned duties.

Understand and work within scope of authority.

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 from clear copy.

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.

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*