

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Human Resources Specialist	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: Human Resources Technician)

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform responsible personnel duties in the area of recruitment, examination, placement and maintenance of applicant records and files to meet the needs of the District; provide specialized information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures related to assigned duties; maintain confidentiality of sensitive information; perform a variety of clerical duties in support of the Human Resources program.

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.)

Perform a variety of responsible clerical and technical duties in the areas of recruitment, selection, examination, and placement in support of the District's recruitment program. *E*

Receive and process personnel requisitions, prepare and distribute vacancy notices to the appropriate locations to meet the needs of staff, students and the community; place advertisements in newspapers and periodicals according to established procedures and guidelines; verify and post other materials or information as assigned. *E*

Convey employment offers, process new hires and assist with various personnel functions including new employee orientations, preparation of materials and other recruitment activities in a reasonable, timely manner to provide professional services to the District and community; process and perform accurate data entry in the human resources management system. *E*

Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters including but not limited the selection of applicants for advertised vacancies, college units, credentials and other related licensures or certification. *E*

Communicate in a reasonable, timely manner with internal or external applicants; prepare rejection letters to ensure proper notification to candidates; 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*

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; assist in covering the front desk counter or call center to meet the needs of visitors, staff and applicants. *E*

Prepare, distribute, receive, record and maintain files of job applications, transcripts and other information; prescreen for completeness and forward appropriate information for review. *E*

Review documents and accurately input information in the human resources information management system. *E*

Prepare and store documents accurately using current office equipment and technology including computers, scanners, copiers, and electronic storage devices; prepare documents for imaging and scanning; assist other staff with scanning of employee records as needed to meet the needs of the District. *E*

Assemble and organize written examination materials; administer, correct and score exams; recruit panel members; schedule and arrange interviews; gather, type and distribute interview packets. *E*

Compose correspondence independently or from oral instructions; prepare a variety of confidential letters, memorandums, and forms; request, provide or verify information to ensure accuracy of data; prepare, format, proofread and copy records, reports or related materials. *E*

Operate a variety of office equipment including but not limited to computers, typewrites, copiers, scanners and fax machines. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in business or related field and two years increasingly responsible clerical experience in a human resource office environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Personnel office functions, practices and procedures.
- Accurate record-keeping techniques.
- Operation of a computer and data entry techniques.
- Software programs including but not limited to word processing, spreadsheets and email.
- Telephone techniques and etiquette.
- Correct oral and written communication usage of English grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Board policies and District regulations related to assigned activities.

ABILITY TO:

- Maintain the security of confidential materials.
- Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to current position.
- Communicate, understand and follow both oral and written directions effectively.
- Maintain records and prepare reports.
- Type at 40 words per minute.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Plan and prioritize to meet schedules and time lines.
- Work confidentially and complete work with many interruptions.
- 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; driving to conduct work; subject to considerable distraction and noise from constant

interruptions and office activities; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting for extended periods of time; reaching overhead, above the shoulders and horizontally and kneeling or crouching to retrieve files; hearing and speaking to exchange information in person or on the telephone; seeing to read applicant materials or 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