



Department/Division:	Human Resources
Reports To:	Superintendent and Chief Business Official
Provides Direction To:	NA
FLSA Exemption Status:	Exempt
Date Prepared:	July 25, 2019
Date Adopted by Board:	August 14, 2019
Salary Schedule:	Confidential Classified

**LARKSPUR-CORTE MADERA SCHOOL DISTRICT**

**DEFINITION**

Under direction of the Superintendent and Chief Business Official, perform specialized technical-level work of above average difficulty in staff recruitment, selection, compensation, and employment, and in the development and maintenance of comprehensive human resources employment records in an automated environment; read, analyze, and prepare data to support management in policy development, and budgetary processes; perform varied administrative staff work related to certificated and classified personnel programs; and perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Human Resource Specialist is distinguished from other job classifications in the Administrative Support and Related Classes by its in depth knowledge of Federal, State and District rules, regulations, and policies that govern a Human Resource office. Individuals in this classification must be capable of working independently as well as cooperatively. An individual in this position must have excellent written and oral communication skills and will be expected to communicate with Board members, Administrators, other district employees and community members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Understand and explain human resources and payroll related policies and procedures, risk management program guidelines, mandates, and options, labor agreement provisions, California teacher credential requirements and procedures, and related matters to staff and applicants; research and resolve problems; provide personnel benefits orientation to new employees.
- Compile data and prepare periodic informational and action reports for management, the Board of Education, such as Board Agenda items and reports, annual report of teacher assignments, annual re-employment report, eligibility lists, annual report.
- Verify and process documents for new employees; review documents, legal requirements, and labor agreement to determine salary placement. Enter applicant

and personnel data in computer electronically using specialized database software; create spreadsheets and databases, use standard and specialized software; update records as changes in status occur. Analyze and monitor human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols.

- Prepare and distribute notices of employment opportunity.
- Receive and screen applications for employment. Process applications to administrators for screening. Refer qualified candidates to administrators for consideration and interview. Develop employment assessments from available professionally developed materials. Order, review, and select employment assessments from professional organizations. Administer and score employment assessments; schedule employment interviews, notify candidates of interview and selection; compose correspondence to notify candidates of the status of their application for employment; maintain applications on file.
- Communicate in person and by telephone with prospective, current, and former employees; interact with other departments, legal counsel, county office, state/federal agencies, and trustees.
- Make calculations such as annual salary, hourly rates, units earned, benefit costs, prorations, and union dues.
- Prepare and distribute personnel evaluation forms, assignment and change of status forms, reassurance letters, and other notifications to employees; track and follow up to complete processes and procedures to comply with District and legal mandates.
- Maintain records of administrator and certificated staff credentials on file including expiration dates; prepare and send notices of credential expiration and facilitate renewal. Apply for waivers for certificated employees who are not qualified for appropriate teaching credential. Monitor length of employee assignments for compliance with Education Code; monitor employees on leave of absence and notify employees when leave will expire; update seniority lists.
- Contact school districts to conduct human resources related surveys and to gather information and forms.
- Answer telephone, take messages, and transfer calls; answer a variety of questions regarding personnel matters; perform receptionist functions.
- Plan and organize department workshops and orientation meetings.
- Research and prepare employment verifications.
- Review personnel-related materials to contribute information relative to equity and administrative implications; compile data, request personnel reports, and prepare spreadsheets to compare options.
- Communicate with county office staff, and attend meetings related to employee recruitment and selection, credentials and other human resources related functions; attend training and informational meetings.

- Operate office equipment: computer, digital camera, mobile devices, copier, etc.
- Open, date stamp, and sort department mail and email.
- Establish and maintain files; maintain official District personnel files.
- Maintain confidentiality of privileged information.
- Participate in employer mandated training and retraining programs.
- Maintain records of mandated employee trainings on file including expirations dates on file including expiration dates; prepare and send notices of mandatory training expiration and renewal for staff and trustees.
- Interpret and provide information on District policies, rules regulations, procedures, Education Code, Government Code, bargaining unit agreements, Federal and State regulations.
- Process worker's compensation claims and forms.
- Prepare state mandated reports.
- Develop and maintain district level directories.
- Serves as front office receptionist as needed.
- In work required for the Superintendent and Chief Business Official, will regularly have access to confidential information which may result from collective bargaining negotiations.
- Compose correspondence independently, or with minimal supervision, on a wide range of subjects, requiring through knowledge of district operations, policies and procedures with attention to detail.
- Ability to represent the District to the public in a positive manner.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Knowledge of position control
- Procedures and practices of recruitment, selection, and human resources record keeping work
- Computer operating methods and word processing, database, and spreadsheet software (Microsoft, iOS, Google, etc.)
- English usage and composition at an above average ability
- Modern office equipment and procedures
- Advanced record keeping and file management practices and procedures
- Business mathematics
- Public relations courtesies and techniques

Ability to:

- Perform automated human resources related record keeping with a high degree of accuracy
- Prepare and file in a timely manner accurate summaries and reports
- Work under the pressure of recurrent deadlines with frequent interruptions
- Compare information and detect errors
- Read, understand, and apply laws, rules, regulations, and contracts with good judgment and consistency of application
- Make arithmetical calculations with accuracy
- Explain complex laws, rules, regulations, and procedures concisely exercising tact, understanding, and diplomacy
- Operate a computer terminal with speed and accuracy
- Use word processing, database, and spreadsheet software with skill
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Ability to represent the District to the public in a positive manner

### **TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing payroll processing involving 100 or more employees in a data processing environment and preferably in a public education setting.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The physical abilities and other conditions of continued employment and the associated tasks listed in this section are representative of, but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment and associated tasks which may be required of positions in this class. Larkspur-Corte Madera School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology, computer, 10-key calculator; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

#### **Mental Demands**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills in English; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under

intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee is subject to constant interruptions.

**OTHER CONDITIONS OF CONTINUED EMPLOYEMENT**

Participate in employer mandated training and re-training programs.