

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: PERSONNEL SPECIALIST

DEFINITION: Under general supervision and at the direction of the Human Resource Administrator performs highly responsible duties that are confidential, technical and varied in nature providing overall support to the Human Resource Department and the District.

Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to, their employer's employer-employee relation. He/she also performs work of a confidential nature for the Board of Education during salary negotiation and at other times during the year.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Provide administrative support in the area of Human Resource that include, but are not limited to recruitment, testing, personnel information management, volunteers, coaches, employee orientation, credentialing, compliance and safety training, retirement and benefit workshops.
- Learn, apply, and stay current on school district policies, laws, rules and regulations affecting hiring procedures and other activities and requirements of the Human Resource Department.
- Independently prepares a wide variety of moderate to difficult clerical and data entry work including typing, proofreading, creating forms, reports, contracts, communications and correspondence.
- Act as receptionist to the Human Resource Department, receive incoming phone calls and provide information regarding the District, its programs and policies, and respond tactfully and appropriately to difficult calls.
- Maintain files, records, office supplies, and other clerical needs of the department.
- Maintain security of employee records.
- Maintain the District Human Resource web page including, but not limited to forms, recruiting, announcements, employee bargaining contracts, and employee telephone directory.
- Process purchase orders and track budgets accordingly.
- Maintain accurate records regarding budgets and district programs.
- Using good judgment, maintain budgetary economic efficiency within the department for purchases and for cost of operations.
- Record and maintain current data entry of professional growth records, credentialing records, TB clearance, DOJ clearance, photo id badges, staff recognition, seniority and evaluation lists, in the Human Resource Office.
- Assist with input and maintenance of personnel software systems and personnel files.
- Prepare through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements.
- Under direction, update, print, and disseminate the collective bargaining unit agreements.
- Independently and under the direction of the administrator prepare and process employment advertisements.
- Independently and under the direction of the administrator prepare for interviews, proctor tests, create interview packets, and schedule appointments.
- Verify completeness of application and employment packets prior to administrative review.
- Type correspondence following interviews.
- Obtain current software data for all district employees and complete County, State and or Federal reports as required.
- Maintain the district-automated absence tracking and substitute calling system, records, and create reports as requested.
- Operate a computer to enter and retrieve information.

POSITION TITLE: PERSONNEL SPECIALIST, Continued

- Prioritize workload effectively to meet deadlines.
- Proactively assess, evaluate, create, and with administrator support enact process and computer applications that streamline and increase internal department efficiency and quality of operation.
- Attend meetings as required.
- Maintain confidentiality.
- Other duties as assigned.

Ability to:

- Read, understand the scheduling and educational program requirements of the District, and the state, and apply with good judgment the policies, rules, procedures, and techniques applicable to the position.
- Communicate clearly, both orally and in writing; understand and carry out oral and written instructions.
- Work under pressure and with frequent interruptions.
- Ability to multi-task and see projects through to completion.
- Establish and maintain effective relationships with those contacted in the course of work.
- Perform complex and varied tasks.

EDUCATION AND EXPERIENCE:

- Completion of the twelfth grade.
- Three years of verifiable work experience encompassing increasingly responsible clerical experience and computer skills using a variety of software and database applications.
- Basic principles of computer networks and operations is desirable.
- College degree and or coursework in human resource, business and/or computer programs is desirable

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

POSITION TITLE: PERSONNEL SPECIALIST, *Continued*

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATES:

- Valid California Driver's license.
- Valid Typing Certification of 45 net words per minute.
- Valid CPR/First Aid Certification desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Revised and Approved: December 24, 2006
Revised and Approved: December 10, 2009