

PERSONNEL SPECIALIST

JOB SUMMARY

Under general direction of the Director, perform a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification and compensation of classified personnel. Serve as a technical resource to District personnel, applicants and the public regarding personnel functions. Provide administrative support to the Director.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a great deal of independent judgment and responsibility and by sensitivity of the position. The level, volume and technical quality of the work require an experienced, responsible and skilled level of performance.

TYPICAL DUTIES

Perform a variety of complex technical and specialized duties related to the recruitment, selection, classification and compensation of classified personnel; resolve personnel-related issues and concerns in an appropriate and timely manner. Serve as technical resource to District personnel, applicants and the public regarding assigned personnel functions; respond to inquiries and provide technical information concerning employment processes, policies, procedures, and Merit System Rules and Regulations. Plan, develop and schedule recruitment strategies, processes and activities in response to position vacancies; work with administrators to establish time lines and develop testing activities; prepare and distribute job bulletins and place advertisements in various media. Receive, screen and evaluate applications for minimum qualifications and determine eligibility; verify employment, work experience, reference and background information as needed; prepare and distribute acceptance and rejections notifications to applicants as appropriate. Review, construct and/or revise examinations including written, oral and performance tests; schedule and proctor written examinations; schedule, brief and monitor interview panels; notify candidates of test dates and interviews; score and notify candidates of examination results and selection decisions; prepare and administer eligibility lists; monitor the certification process. Make employment offers and answer questions related to positions, salaries and other information; schedule and arrange pre-employment requirements including fingerprints and physicals; establish start dates; initiate, process and follow-up on personnel requisitions. Assist with salary surveys and classification and compensation reviews; prepare recommendations regarding job titles and salary placement; prepare and update job descriptions as assigned. Prepare and maintain a variety of records, reports, correspondence and files related to classified personnel, applicant tracking; evaluations, transfers, recruitments and assigned duties; maintain and update staffing and seniority lists; audit records for accuracy and completeness; update or make changes as needed. Prepare, assemble and distribute agenda packets for monthly Personnel Commission meetings; attend meetings and record proceedings in a prescribed manner; prepare and distribute minutes; maintain account of Personnel Commission activities and prepare annual report. Monitor evaluation process and related procedures for classified personnel; process employee evaluations and related documents; notify administrators of and follow-up on classified evaluations. Provide administrative support to the Director; initiate and receive telephone calls; schedule meetings, appointments, conferences and travel; communicate with District personnel, applicants and the public to exchange information and resolve issues or concerns. Operate a variety of standard office equipment including computer and assigned software. Attend and participate in various meetings, workshops and conferences. Perform related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent supplemented by college-level course work in human resources or related field and three years human resources experience involving recruitment and/or classification functions preferably in a public personnel office. Bachelor's degree in personnel administration, public administration, business administration, psychology, or a closely related field preferred.

Knowledge of:

General personnel office functions, practices and procedures. Principles, practices, procedures and terminology involved in the recruitment, screening, testing, selection, classification and compensation of classified personnel. Applicable laws, codes, rules, regulations, policies and procedures. Record-keeping and report preparation techniques. Basic mathematics, including commonly used statistical applications. Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of computer and assigned software.

Ability to:

Learn, apply, and explain a variety of rules, regulations, district policies, state and federal laws, and concepts and practices of Merit Systems Rules and Regulations. Perform a variety of complex technical and specialized activities related to the recruitment, screening, testing, selection, classification and compensation of classified personnel. Keep abreast of new and emerging trends and technologies. Prepare and maintain a variety of narrative and statistical records, reports and files. Maintain the security of confidential materials and information. Operate standard office equipment including computers and assigned software. Work independently with minimal supervision. Plan and organize work to meet schedules and deadlines. Understand and follow oral and written instructions. Communicate effectively both orally and in writing. Deal tactfully and courteously with the public. Establish and maintain effective and cooperative working relationships with others. Maintain regular and consistent attendance.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage at the time of appointment.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer keyboard; hear and speak to exchange information in person and on the telephone; see to read a variety of materials. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch to file and retrieve materials. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The selected candidate must be able to perform the duties of a rigorous work schedule, and pass a physical examination and drug screen.