

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Employee Resources or Senior Director-Certificated Human Resources, perform complex and technical duties related to the personnel functions involving District's employees; process the personnel data for input into the Human Resource System (HRS), provide specialized information to District administrators and employees of the District. For certificated personnel, perform complex and technical duties related to the recruitment, selection and employment of the District's certificated staff.

REPRESENTATIVE DUTIES:

Prepare Board agenda items; follow up on Board actions requiring additional information. **E**

Perform technical duties requiring knowledge of personnel policies, procedures, rules, and regulations related to employees. **E**

Process paperwork required for employment, retirement, termination, resignations, leave of absence, change of assignment and other related information. Input information into the HRS automated system; assure the proper completion and accuracy of personnel data entered; perform regular maintenance of District employee files. **E**

Research, prepare and maintain official lists and records related to seniority, reemployment, transfer requests, longevity, leave of absences, and employee evaluations. **E**

Prepare certificated job announcements and advertisements; recruit qualified substitutes for vacant teaching positions. **E**

Send out certificated applications and assist prospective teachers in the application process; receive, sort, record and file completed applications; assure proper completion of required paperwork. **E**

Communicate with job applicants in person, on the telephone, and in writing during the selection process; provide information, prepare rejection letters or make offers of employment. **E**

Obtain fingerprints from employment candidates; review critical record information from Department of Justice; coordinate and process District's response. **E**

Input and maintain personnel data concerning personnel on County and District computer equipment; coordinate with other District departments as needed. **E**

Monitor the Credential Activity Report received from the county and revise as necessary; communicate regularly with District credentialing personnel to exchange information and coordinate activities. **E**

Operate a variety of office equipment, including a computer workstation, calculator, and copier. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District procedures, rules and regulations regarding personnel.
Bargaining contract agreements and unrepresented classified rules and regulation of the Merit System.
Applicable sections of State Education code and other applicable laws, including PERS and STRS.
Modern office practices, procedures, and equipment.
Recordkeeping techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
District organization, operations, policies and objectives.
Oral and written communication skills.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience, and courtesy.
Telephone etiquette.

ABILITY TO:

Perform a variety of specialized clerical and technical duties concerning employment of employee personnel.
Interpret, explain, and apply District policies and procedures regarding employee personnel.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Maintain complex and confidential records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules and regulations, policies and procedures.
Operate computer workstations and other office machines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in personnel or related field and three years of increasingly responsible clerical experience in an automated personnel environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate computer and office equipment, hearing and speaking to exchange information, sitting for extended periods of time, and vision to analyze and assure accuracy of applications and other documents.