

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL COMMISSION SPECIALIST

BASIC FUNCTION:

Under general supervision of either Director-Personnel Commission or assigned supervisor, provide technical and clerical support in the Personnel Commission office to carry out activities related to the classified service; assist in the administration of recruitment and examination, selection, classification, and personnel record-keeping.

REPRESENTATIVE DUTIES:

Provide technical and clerical support in the administration of classified personnel recruitment, examination and selection, and classified personnel programs. **E**

Prepare documents, forms, and folders for each stage of the examination process; assemble written test folders, test booklets and oral panel worksheets; purchase and prepare refreshments for panels. **E**

Administer examinations throughout the various stages of the recruitment and examination process; check-in applicants for oral and written examinations, proctor written examinations, monitor applicants during examinations, notify applicants by phone or mail of scheduled examinations and test results. **E**

Certify eligibility lists and assemble interview packets to send to hiring administrators; follow-up with hiring administrators regarding selections of certified eligibility lists. **E**

Assist in the creation of job announcements and brochures; copy, assemble, distribute and post job announcements to school sites, departments, outside agencies and other media outlets. **E**

Communicate with Human Resources to discuss personnel-related issues on permanent and substitute employees and employment processing; research information and files to resolve discrepancies. **E**

Maintain recruitment files and records in accordance with state, federal and District policies and office procedures. **E**

Compile, track and maintain variety of data by inputting into electronic logs, including information regarding applicant's status and examination scores, recruitment and examination information, candidate selections, and other personnel-related matters. **E**

Interpret applicable classified rules and regulations and collective bargaining agreements to applicants, administrators and District employees, or refer to supervisor when necessary. **E**

Greet visitors to accept applications and other personnel-related documents; review applications from visitors for completeness. **E**

Answer inquiries from in-office visitors, phone calls, email and mail regarding Personnel Commission procedures, rules and regulations, and current recruitments. **E**

Draft, type, proofread and distribute various documents, such as reports, memos, letters, emails, agendas and other correspondence; review Board Agendas for accuracy of classified appointments and employment activity. **E**

Assist in collecting data and information from other agencies for classification and salary surveys. **E**

Assist in the development and recommendation of office procedures and forms to streamline processes. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic office procedures, processes and practices.

Basic record-keeping techniques and file maintenance.

Standard office equipment such as telephones, typewriters, computers, copiers, fax machines, and tape recorders.

Use of personal computer, peripherals, and related software applications such as word processing, spreadsheets, and databases.

Telephone techniques, interpersonal skills and courteous office etiquette.

Correct and proper English usage, grammar, spelling and vocabulary.

Basic personnel-related rules and regulations governing operations of recruitment and examination and the classified service outlined in the Classified Rules and Regulations, collective bargaining agreements, and California Education Code.

District organization, operations, policies and procedures.

Basic research methods and resources.

ABILITY TO:

Deal tactfully and patiently with the public.

Organize and maintain files and data.

Understand and follow oral and written instructions.

Effectively communicate with and assist people of varying socioeconomic and cultural backgrounds.

Understand and interpret related rules, regulations, policies and collective bargaining agreements.

Establish and maintain relationships with administrators and District staff in order to enhance workflow.

Write clear and concise memos, reports and other correspondence.

Perform routine clerical duties such as filing, typing, copying, and answering telephones.

Maintain confidentiality of personnel and examination records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduate supplemented by coursework in public administration, business administration, human resources, or other related field, and three years of clerical experience with some experience in human resources. Bachelor's Degree in Business Administration with an emphasis in Human Resources is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

High volume exposure to the public with constant distractions and interruptions.

PHYSICAL ABILITIES:

Sit for extended periods of time at a computer workstation.

Manual dexterity and flexibility of fingers, wrists and arms to operate computer keyboard and peripherals, and telephones for extended periods of time.

Hear and speak to exchange information with others on a constant basis.

Bend, kneel, crouch, lift, push, and pull to file or retrieve files.

Ability to see to review applications and other documents.