

CLASS TITLE: HUMAN RESOURCES SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Human Resources and Equal Employment Opportunity perform duties related to the recruitment and employment of the District's faculty and classified personnel; coordinate the selection process; interpret and assure compliance with State and federal regulations and guidelines; provide support to Human Resources programs and activities.

REPRESENTATIVE DUTIES:

Perform duties related to administration of the District's recruitment and selection program for faculty, administrative and classified employees; assure compliance with

Prepare, process and record data, reports, statistics and documents related to the human resources recruitment and selection programs; compose correspondence independently or as requested by the Human Resources Supervisor; update and maintain various databases. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in recruitment, selection and testing.

Recruitment of certificated and classified employees.

Applicable sections of State Education Code and other applicable laws.

Laws, rules, regulations involved in assigned human resources activities.

District human resources policies and procedures.

Recruitment sources.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Recordkeeping techniques.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

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

ABILITY TO:

Perform a variety of recruitment and selection functions.

Perform a variety of duties related to the employment, recruitment and selection for the District's certificated and classified personnel.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Develop and maintain confidential human resources records.

Provide information and assistance to applicants, employees, supervisors and administrators.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and related software applications.

Distribute, screen and evaluate employment applications.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

