

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CONFIDENTIAL

CLASSIFICATION: ADMINISTRATIVE SERVICES

JOB TITLE: HUMAN RESOURCES SPECIALIST II

BASIC FUNCTION:

Under the direction of the Director of Human Resources, perform a variety of assigned duties in the human resources department.

REPRESENTATIVE DUTIES:

Assist with the verifying, posting, and monitoring of sick leave and vacation usage; calculate leave time according to established procedures; prepare, adjust, and print sick leave and vacation reports.

E

Assist in the maintenance and monitoring of employment records on classified and certificated staff; maintain a variety of personnel files. **E**

Help certificated personnel on credential requirements; assist in obtaining credentials by reviewing forms for completion and preparing necessary statements and documents; notify and follow up with certificated personnel concerning registration and renewal. **E**

Assist in the advertisement of job openings; prepare job announcements; maintain an application for employment file; participate in interviews or screening of applicants as assigned; perform in-processing of new employees. **E**

Aid in verifying and calculating salary step and class placements in conjunction with actual and budgeted personnel costs. **E**

Assist in the preparation of confidential correspondence and data collection related to negotiations and collective bargaining agreements. **E**

Assist in the administration of employee benefits and insurance programs, and employee transfers and layoffs. **E**

Assist in compiling, monitoring, and completing various employment, labor, and personnel letters and reports, including but not limited to: benefits and leave of absence documents, and Workers' Compensation and unemployment claims. **E**

Maintain confidentiality of employee information. **E**

Assist in maintaining and updating job descriptions and salary schedules. **E**

Assist in maintaining a county-wide credentialing and assignment/misassignment system to monitor and resolve related issues. **E**

Operate a computer to create, prepare, type, duplicate and distribute a variety of reports and other materials, including correspondence, reports, memos, surveys, letters and forms; proofread and assure accuracy of information. **E**

Operate a variety of office equipment including computer, copier, calculator, typewriter, printer, telephone, facsimile, shredder, paper cutter and various software applications. *E*

Human Resources Specialist II– continued...

Page 2

Assist with arrangements for workshops and other meetings. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures related to certificated and classified employment
State of California credential requirements and procedures
County Office personnel policies and procedures
Bargaining agreements and union contracts
Applicable sections of State codes and other laws regarding assigned personnel activities
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Operation of a computer terminal and related software

ABILITY TO:

Perform a variety of technical duties related to the employment, recruitment, benefits and records for the organization's personnel
Monitor credential status of certificated personnel
Assist certificated applicants and employees in obtaining appropriate credentials
Distribute, screen and evaluate employment applications
Plan, coordinate and administer personnel functions in accordance with applicable laws, codes, policies, regulations and procedures
Communicate effectively both orally and in writing
Type at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction
Operate a variety of office equipment to perform assigned duties
Operate a computer to complete reports and maintain data
Lift and carry objects weighing up to 25 pounds
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in business administration, human resources or related field and three years personnel-related experience

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office

Constant interruptions

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time

Hearing and speaking to exchange information on the telephone or in person

Pushing, pulling, lifting and carrying objects weighing up to 25 pounds

Bending at the waist, kneeling or squatting to retrieve and store materials
Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

Human Resources Specialist II– continued...

Page 3

Seeing to review, distribute and type materials
Drive a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Potential for confrontation with dissatisfied persons

Employee Group: Classified - Confidential

FLSA Status: Non-Exempt

Salary Schedule: 615

Approval Date: February 2020