

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CONFIDENTIAL

CLASSIFICATION: ADMINISTRATIVE SERVICES

JOB TITLE: HUMAN RESOURCES SPECIALIST I

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

Perform a variety of routine clerical duties in support of assigned office. **E**

Act as back-up receptionist; answer telephones and take messages or refer calls; greet office visitors and direct to appropriate personnel; provide assistance and information related to program activities; receive, sort, and distribute incoming mail. **E**

Verify, post, and monitor sick leave and vacation usage; calculate leave time according to established procedures; prepare, adjust, and print sick leave and vacation reports. **E**

Assist in compiling, monitoring, and completing various personnel data and information reports, including but not limited to: employment verification, employment requirements, mandatory training compliance, and various state and federal requirements as needed (e.g. Affordable Care Act and Healthy Families Act). **E**

Coordinate, implement, and monitor County Office employment-related skills assessment testing. **E**

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

Maintain confidentiality of employee information. **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**

Provide support assistance as needed regarding office activities, functions, rules or operations. **E**

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

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
County Office personnel policies and procedures
Bargaining agreements and union contracts
Applicable sections of State codes and other laws regarding assigned personnel activities
Accounting and auditing principles, practices and procedures
Data processing systems and software applicable to accounting and auditing functions
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data
Operation of office machines including computer equipment

ABILITY TO:

Perform a variety of technical duties related to the employment, recruitment, benefits and records for the organization's personnel
Plan, coordinate and administer personnel functions in accordance with applicable laws, codes, policies, regulations and procedures
Perform technical and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports
Assure compliance with applicable policies, procedures and governmental regulations
Process and record accounting transactions accurately
Communicate effectively both orally and in writing
Type at an acceptable rate of speed
Establish and maintain cooperative and effective working relationships with others
Plan and organize work
Work independently with little direction
Compile data and prepare reports
Operate a computer terminal to enter data, maintain records and generate reports
Respond to the public with courtesy and tact
Lift and carry objects weighing up to 25 pounds

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in business administration, human resources, or related field; and one year of personnel-related experience and one year of secretarial experience.

Bilingual English/Spanish preferred

WORKING CONDITIONS:

ENVIRONMENT:

Office

Constant interruptions

PHYSICAL ABILITIES:

Dexterity of arms, hands and fingers to operate a computer keyboard and other office equipment

Sitting or standing for extended periods of time

Kneeling, squatting, bending at the waist and reaching overhead, above the shoulders, horizontally and downward to retrieve and store files

Lifting, pushing, pulling and carrying objects weighing up to 25 pounds

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

Seeing to read written drafts, proofread documents, inspect financial or statistical records

Drive a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Potential for contact with dissatisfied persons

Employee Group: Classified - Confidential

FLSA Status: Non-Exempt

Salary Schedule: 615

Approval Date: February 2020