

Goleta Union School District

Personnel Specialist

Basic Function

Under the direction of the Assistant Superintendent, Administrative Services, organize, coordinate and participate in the District's recruitment, selection and employment process; develop and assist in the maintenance of a comprehensive personnel record management, storage and retrieval system.

Representative Duties

Perform a variety of technical personnel duties, including personnel employment processing and other functions and activities related to classified personnel; assist in certificated recruitments as directed. E

Compose and distribute job bulletins and advertise vacancies; review and screen applications to assure application completeness and that applicants meet minimum qualification standards. E

Plan, organize, schedule, conduct and score examinations; notify applicants of eligibility and tests results; prepare eligibility lists; schedule and interview selected applicants. E

Process and orient new hires, explain benefit plans and payroll procedures and assist in the completion of required forms; fingerprint employees; resolve time sheet discrepancies; record and maintain attendance records. E

Prepare and process documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters. E

Respond to telephone and visitor inquiries and provide technical information regarding personnel policies, procedures, wage and benefit plans and job openings. E

Review and interpret legal mandates, policies, regulations and guidelines pertaining to the District's personnel management systems. E

Develop and assist in the maintenance of manual and automated record management, storage and retrieval systems; maintain a wide variety of specialized personnel records and files related to recruitment, examination, references and other data. E

Provide work direction and guidance to other Personnel Department staff.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Methods, trends and techniques pertaining to a comprehensive personnel management system.

Methods, procedures, terminology and techniques pertaining to personnel record management, storage and retrieval systems.

Legal mandates, board policies, regulations and operational procedures and guidelines pertaining to personnel management functions and activities.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of the State Education Code and other applicable laws.

Personnel Specialist

Technical aspects of field of specialty.

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

Ability to:

Interpret and apply technical personnel procedures, policies, rules, regulations and legal provisions.

Plan, organize and coordinate a variety of complex personnel activities related to recruitment, testing, certification and employment.

Analyze, review, abstract and compile comprehensive management reports, which may include sensitive and confidential information.

Operate a computer terminal.

Type at 60 words net per minute from clear copy.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or closely related field and three years of responsible human resources technical experience.

Licenses and Other Requirements

None

Working Conditions

Environment

Office environment.

Physical Demands

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Hazards

None