

HUMAN RESOURCES SPECIALIST – RECRUITMENT AND COMPLIANCE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources or Human Resources management designee, perform a variety of complex and specialized human resources functions in the recruitment, selection, and hiring of assigned district employees; provide information to employees regarding policies, regulations, and negotiated language; ensure hiring practices comply with established procedures, laws, and regulations; input and update employee information into the Human Resources Information System (HRIS) and other required database systems; track employment compliance issues as directed.

REPRESENTATIVE DUTIES:

- Perform a variety of specialized human resources functions related to employee recruitment, including but not limited to, recruitment and selection, employment processing and other related functions and activities. **E**
- Develop recruitment vacancy notices; distribute according to policy and contractual requirements. **E**
- Perform research and conduct surveys, as necessary, to determine appropriate advertising strategies; maintain a network of advertising vendors to contact for recruitment activities, as necessary. **E**
- Coordinate all aspects of the screening and interview process according to policy and procedures, and collective bargaining requirements. **E**
- Review and preliminarily screen applications to assure application completeness and minimum qualifications and requirements such as typing skills, certifications, etc., are met. **E**
- Communicate with applicants throughout the recruitment process via email, phone call, or written correspondence, as necessary. **E**
- Assemble and organize examination materials; schedule and arrange examinations; explain testing procedures; analyze test results, update applicant records in applicant management system and notify applicants of test results. **E**
- Collaborate with managers to schedule interviews; assist in the calculation of interview rating sheets. **E**
- Make job offers; conduct new employee pre-employment orientations and facilitate the hiring process for assigned employee groups. **E**
- Prepare and maintain personnel files and records related to the assigned employee groups. **E**
- Develop and maintain tracking systems related to District required testing, volunteers, authorizations to transport students, legally required health records, certifications, and mandatory trainings. **E**
- Coordinate employee tuberculosis testing, DMV employer pull notice program, First Aid/CPR certifications, fingerprinting, volunteer authorizations, authorization to drive students, and mandatory staff trainings. **E**
- Communicate compliance requirements to new-hires, current employees, coaches, student workers, volunteers, and the public; prepare specialized forms, packets,

referrals, and information; track receipt of required information; follow up as necessary to ensure all required paperwork and information is received in a timely manner, tracked, and maintained according to law, policy, or procedure. **E**

- Serve as the system administrator for the district's absence management system and the applicant management system; assign rights, troubleshoot the system, respond to questions, work with vendor to resolve problems; train users as required. **E**
- Schedule and coordinate meetings, appointments, and interviews for the administrator. **E**
- Type a variety of materials such as letters, memoranda, bulletins, reports, news releases, agenda items, statistical data, and other forms pertinent to the assignment from straight copy, rough draft, or verbal instructions. **E**
- Process and issue work permits for students in private/home school programs and as needed when the school sites are closed. **E**
- Operate a variety of modern office machines. **E**
- Attend a variety of meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Office practices and procedures.

Receptionist and telephone techniques and etiquette.

Record-keeping techniques.

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

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

Operation of office machines including computer equipment.

Proficient in use of computer software including databases and spreadsheets.

ABILITY TO:

Learn, interpret, apply, and explain school and District policies, rules, and objectives.

Analyze situations accurately and determine appropriate course of action.

Work independently with little direction.

Understand and interpret rules and written directions and apply to specific situations.

Perform duties effectively with many demands on time and constant interruptions.

Type 55 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Establish and maintain effective working relationships with others.

Meet schedules and timelines.

Plan and organize work.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, two years college level course work in human resources, business or a related field, and three years of increasingly responsible experience in a personnel function, or a combination thereof.

**WORKING CONDITIONS:
ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling, or crouching.

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Range 30