

## JOB DESCRIPTION

TITLE HUMAN RESOURCES SPECIALIST II

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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|--------------------------|---|
| Education/<br>Experience | Associate's degree in Human Resources, Business Administration or other related discipline; or one to two years related experience and/or training; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Advanced computer skills required.   |
| Language Skills          | Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organizations.   |
| Mathematical Skills      | Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.  |
| Certificate/License      | N/A   |
| Reasoning Ability        | Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.  |
| Physical Demands         | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District. |

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Appropriate Supervisor

#### GENERAL RESPONSIBILITIES

1. Provides support in functional areas of Human Resources including but not limited to recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, organization development, training, background screening, maintenance and development of data systems, substitute staffing and special projects.
2. Assists in the development and implementation of Human Resources policies and procedures through booklets, communications, and/or meetings.
3. Prepares reports in conformance with legislated requirements or organization needs.

#### SPECIFIC RESPONSIBILITIES

1. Plans, conducts and supervises complex assignments.
2. Operates with substantial latitude for unreviewed action or decision.
3. Assures that all assigned projects adhere to accepted professional standards.
4. Recommends changes in methods or procedures.
5. Applies and interprets organization policy.
6. Conducts the development of each assignment.
7. Coordinates activity of assigned personnel.
8. Applies fundamental concepts and practices in field of specialization.
9. Confers with supervisor on unusual matters.
10. Acts as liaison with other departments, divisions, and organizations.
11. Prepares status reports on work in progress.
12. Prepares and processes documentation for the new teacher induction program and forwards information to the Department of Education for teacher certification.
13. Prepares and maintains the district new teacher induction program records.
14. Performs other duties as assigned.