Draft Job Description

San Leandro Unified School District

Personnel Services Specialist

Purpose Statement

The job of Personnel Services Specialist is done for the purpose/s of providing support to the delivery of personnel services with specific responsibility for support department staff; providing information to applicants and employees; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to the Assigned Administrator.

- **Essential Functions**
  Answers incoming calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with employment process (e.g. callbacks, scheduling interviewing, notification, posting positions, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Compiles data (e.g. work orders, budget reports, specialized reports, applicant, personnel records, etc.) for the purpose of preparing reports or processing requests for information.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Coordinates, maintains, and/or assists with the District's substitute system including dispatching substitutes, working with sites/departments to fill vacancies, monitoring absences, etc. for the purpose of ensuring that positions are filled and classes are covered.
- Supports the credentialing process (e.g. determining eligibility, registration, recording and notification, credential expiration, etc.) for the purpose of complying with all mandated requirements.
- Maintains a variety of employment files (applicants, seniority and eligibility lists, test scores, etc.) and records, compiling pertinent employee information (salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, benefit packets, applications, etc.) for the purpose of ensuring items' availability.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting department staff.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, reports, audit reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, rental payments, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; codes/laws/rules/regulations/policies; and English grammar, spelling and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job- related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and performing responsible and difficult clerical tasks with speed and efficiency.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test and Training

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice
Fingerprint/Background
Clearance TB Screen

FLSA Status	Approval Date	Salary Grade
Non Exempt	Pending Board Approval: 1/9/18	38