

San Benito High School District

Title: Human Resources Specialist

Definition/Basic Function: Under general supervision of the Director of Human Resources, performs a wide variety of secretarial and clerical duties; obtains substitutes for certificated and classified staff; acts as Human Resources Office receptionist; disseminates information regarding District policies and procedures, law, rules, and regulations; maintains confidential personnel records of certificated and classified staff; and prepares other clerical work as required.

Directly Responsible to: Director of Human Resources

Examples of Duties/ Essential Functions:

1. Serves as primary receptionist for the Human Resources office;
2. Schedules meetings and facilities related to Human Resources needs;
3. Processes office purchase orders and maintains supplies;
4. Types and proofreads a variety of documents including correspondence, observations, and reports;
5. Assists with coordination of staff recruitment and materials;
6. Assists with scheduling pre-employment interviews and administers/scores pre-employment tests;
7. Initiates fingerprint clearance of new employees and volunteers;
8. Processes coaches, new substitutes and student workers for employment;
9. Initiates personnel action forms for coaches, substitutes and student workers;
10. Maintains accurate records of coaches and substitutes working in the District;
11. Places substitute assignments daily for certificated and classified employees;
12. Serves as primary contact for absence reporting system and assists employees;
13. Transfers daily attendance from absence reporting system to absence tracking (payroll system).
14. Organizes and implements employee recognition program;
15. Tracks and monitors District Safety goals including Kennan Safety training modules assignments, department safety meetings and related activities;
16. Organizes and maintains staff mailboxes, staff lists and web directory;
17. Maintains volunteer and authorized drivers list;
18. Monitors and maintains accurate records of Tuberculosis screening/testing;
19. Maintains I-9 records
20. Processes Reasonable Assurances;
21. Distributes annual work calendars and hours;
22. Maintains and distributes Employee Handbooks;
23. Maintains emergency contact information for all staff;
24. Organizes substitute trainings and orientation;
25. Other related duties as assigned

Required Qualifications:

Training, Experience and Educational Requirements:

- Two years of responsible clerical experience or any combination of training and/or experience that would likely provide the desired knowledge and abilities;
- Ability to type 45 words per minute;
- Computer skills are essential;
- Bilingual (Spanish) ability desirable.
- High School Diploma

Desirable Qualifications:***Knowledge of:***

- Proper English usage, spelling, grammar and punctuation;
- Office procedures, methods and equipment;

Ability to:

- Office software suites including word processing and spreadsheets;
- Office procedures, methods, equipment, computers and accounting;
- Maintain complete, accurate records;
- Learn, interpret and apply District policies, laws, rules, and regulations;
- Type accurately at a minimum speed of 45 wpm;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with others;
- Work and prioritize without direct supervision;
- Work effectively with a wide variety of personalities and situations requiring judgment, tact, and confidentiality;
- Exercise good judgment in dealing with confidential issues and information.

Physical Demands of Position:

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Very Frequent

1. Ability to stand, sit, walk, twist, stoop, crouch, bend over at the waist, grasp, reach overhead, reach above the shoulders and horizontally, sit or stand for extended periods of time (4)
2. Push, pull, lift, and to carry 0 to 25 pounds (2)
3. Push, pull, lift, and to carry 0 to 25 pounds at above head height. (1)
4. Ability to read (4)
5. Ability to hear and understand speech at normal levels (4)
6. Ability to communicate so others will be able to clearly understand (4)
7. Ability to walk long distances (1)
8. Ability of hands to grasp and manipulate small objects (4)

- 9. Ability to reach in all directions (4)
- 10. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus (4)
- 11. Dexterity of hands and fingers to operate a computer keyboard and other office equipment (4)
- 12. Hearing and speaking to exchange information in person and on the telephone (4)
- 13. Ability to perform multiple tasks concurrently in an office environment with numerous interruptions (4)
- 14. Repetitive hand motions (4)
- 15. Prolonged use of office equipment (4)

Work Environment:

- Inside and outside environment
- Pressure of deadlines and time constraints
- Stress from demands made by staff and students
- Constant interruptions
- Ability to cover other work stations

Work Hazards:

- Subject to exposure to communicable or infectious diseases
- Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Salary Range: Classified Salary Schedule Range 13.0

Daily Service: 8 hours per day, 12 months per year

SBHSD Board Approval Date:

Director of Human Resources

Date

Superintendent

Date