

San Benito High School District

Title: Human Resources Generalist I - Confidential

Definition/Basic Function: Under general supervision of the Director of Human Resources, disseminates information regarding District policies and procedures, law, rules, and regulations; provides administrative support in the area of Human Resources that include but are not limited to recruitment, employee onboarding, credentialing, professional growth records, health and welfare benefits; performs a wide variety of secretarial duties for administrative officials; provides data and analysis related to Human Resources functions; works with the administrative bargaining team on negotiations. A substantial amount of assigned work will necessitate advanced software skills, analytical reasoning and communication skills. This position involves collective bargaining and is designated "Confidential" and, therefore, is not part of the classified bargaining unit.

Directly Responsible to: Director of Human Resources

Examples of Duties/ Essential Functions:

1. Serves as a point of contact for employees concerning general inquiries, conflicts and issues, and provides technical information concerning policies, procedures, guidelines, rules and regulations.
2. Maintains knowledge of local, state and federal requirements, applicable education code and district policies.
3. Completes research, assembles background materials for meetings, gathers items for agendas and creates documents.
4. Assists in the collection, preparation and review of data for reports, proposals and other formal written communications and presentations; ensures a high level of quality.
5. Provides technical assistance with the application and renewal of credentials including temporary permits, waivers, other teaching authorizations and substitute permits.
6. Manage and maintain temporary/waiver credential holders' progress to ensure they are on track for obtaining adequate and appropriate teaching credentials within the required timeframe.
7. Maintains records on credentials and professional status for certificated employees.
8. Assures degrees, education credits, certifications and examinations are complete and in compliance with job requirements for all classified and management positions.
9. Coordinates and maintains the advertisement of job postings utilizing a variety of sources including newspapers, flyers, email and web pages; builds and maintains relationships with academic institutions and agencies for recruitment purposes.
10. Coordinates district participation at recruitment events.
11. Conducts preliminary screening of applicant experience and education to verify that they meet the minimum qualifications for the position.

12. Based on administrative/supervisory input, develops and updates interview documents including panel questions and performance tests.
13. Coordinates the interview process including communication to job applicants regarding interview process and outcomes.
14. Coordinates and conducts onboarding for newly hired employees.
15. Processes and completes initial Personnel Action Forms for newly hired employees.
16. Completes initial payroll and state retirement system set up for newly hired employees.
17. Communicates with other district departments and labor representatives regarding new employees.
18. Completes state and local reporting requirements as assigned
19. Researches, prepares and contributes to the development of negotiation proposals.
20. Takes minutes and prepares support materials for collective bargaining.
21. Assists with typing proposals and maintaining up-to-date negotiation records.
22. Assists with the processing of personnel complaints, grievances, harassment charges, and/or civil rights complaints.
23. Processes mid-year changes of employee work hours.
24. Serves as employee contact for health insurance; including open enrollment; communicates employee benefit options.
25. Maintains updated seniority lists.
26. Completes annual and monthly sick leave, personal necessity and vacation accruals.
27. Serves as a backup to the Human Resources Generalist II - Confidential and the Human Resources Specialist.
28. Performs other related duties as assigned.

Qualifications:

Training, Experience and Educational Requirements:

- Four (4) years of college or any combination of education, training or experience that would likely provide the desired knowledge and abilities.

Knowledge of:

- Advanced spreadsheet functions, advanced word processing and presentation software skills
- Human Resources laws, requirements and policies related to institutions of public education
- Proper English usage, spelling, grammar and punctuation
- Bilingual Spanish preferred

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the course of work
- Demonstrate analytical reasoning skills
- Communicate effectively with a broad range of individuals
- Manage multiple deadlines and priorities

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,
2. reach overhead, reach above the shoulders and horizontally, sit or stand for extended periods of time (3)
3. Push, pull, lift, and to carry 0 to 25 pounds (2)
4. Push, pull, lift, and to carry 0 to 25 pounds at above head height. (2)
5. Ability to read (4)
6. Ability to hear and understand speech at normal levels (4)
7. Ability to communicate so others will be able to clearly understand (4)
8. Ability to walk long distances (2)
9. Ability of hands to grasp and manipulate small objects (4)
10. Ability to reach in all directions (4)
11. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus (4)
12. Dexterity of hands and fingers to operate a computer keyboard and other office equipment (4)
13. Hearing and speaking to exchange information in person and on the telephone (4)
14. Ability to perform multiple tasks concurrently in an office environment with numerous interruptions (4)
15. Repetitive hand motions (4)
16. 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 workstations

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: Confidential Classified Salary Schedule – Range 15.0

Daily Service: 8 hours per day, 40 hours per week
12 months per year

SBHSD Board Approval Date:

Director of Human Resources

Date

Superintendent

Date