

San Benito High School District

Title: Human Resources Generalist II - 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 leaves, workers compensation, position control, evaluation monitoring and state reporting; 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. Oversees, coordinates and directs Human Resources staff
2. Prepares and maintains office budget
3. 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.
4. Maintains knowledge of local, state and federal requirements, applicable education code and district policies.
5. Completes research, assembles background materials for meetings, gathers items for agendas and creates documents.
6. 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.
7. Completes state and local reporting requirements as assigned.
8. Completes salary placement verification and state retirement system set up for newly hired certificated employees.
9. Reconciles employee assignments in position control in accordance with the annual budget.
10. Completes employee separation procedures.
11. Prepares certificated contracts and annual work calendars for all classifications.
12. Provides leaves of absence support and assistance for employees in compliance with negotiated bargaining agreements, and federal and state leave laws, ensures proper medical documentation as necessary.
13. Manages worker's compensation claims, interactive process meetings and return to work assignments.
14. Monitors the evaluation process for probationary and permanent employees in compliance with negotiated bargaining agreements.
15. Serves as the Custodian of Records for employee criminal records furnished by

the Department of Justice; responsible for the security, storage, dissemination and destruction; serves as the primary contact for the DOJ.

16. Communicates with other district departments and labor representatives regarding new employees.
17. Researches, prepares and contributes to the development of negotiation proposals.
18. Takes minutes and prepares support materials for collective bargaining.
19. Assists with typing proposals and maintaining up-to-date negotiation records.
20. Assists with the processing of personnel complaints, grievances, harassment charges, and/or civil rights complaints.
21. Maintains updated seniority lists.
22. Serves as a backup to the Human Resources Generalist I- Confidential
23. 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