

## Alameda County Office of Education

**JOB TITLE:** Human Resources Specialist (Range 16 CSEA)

### **JOB SUMMARY :**

Performs specialized administrative support duties for human resources regarding certificated and classified employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Prepares and proctors written and oral board examinations.

Administers and conducts the recruitment, examination, certification, selection and matriculation of classified and certificated employees.

Prepares, verifies and processes salary, payroll, and benefits data for all employees.

Counsels employees on various aspects of employment.

Conducts and processes new employee orientations.

Enters data into the Personnel and Payroll databases.

Serves staff and applicants concerning benefits provisions and administration and implements employee health and benefit plans.

Types and proofreads memos, correspondence, forms and other documents; maintains files and records; maintains various databases.

Provides data regarding compensation and benefit plans and compiles reports or correspondence, responds to survey requests.

Provides technical information concerning Human Resources policies, procedures, and administration.

Assists in administration of the Personnel Commission activities.

Prepares, maintains and updates various lists for Human Resources administration.

Performs related duties as required.

**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.

### **ABILITY TO**

Plan, organize and administer programs.

Prioritize and schedule work.

Explain and enforce policies and regulations.

Meet schedules and time lines.

Plan, coordinate and document projects.

Maintain up-to-date knowledge of regulations.

Represent the department at meetings.

Establish, maintain effective relationships.

Operate a computer and related software.

Prepare statistical records and reports.

Organize and coordinate office activities.  
Compose correspondence independently.  
Prepare and maintain records and files.  
Perform research, compile data, prepare reports.  
Perform clerical work & administrative tasks.  
Keyboard at 40 WPM from clear copy.

#### **KNOWLEDGE OF**

Goals, policies, and objectives of human resources administration.  
Related federal, state, and local laws, codes, and regulations.  
Interpersonal skills.  
Effective oral and written communication.  
Correct written and spoken English.  
Technical aspects of compensation, benefits, recruitment, hiring.  
Operation of computers and related software.  
Statistical, research and survey methods.  
Policies and objectives of assigned programs.  
Modern office practice and procedures.  
Public contact techniques.  
Department operations and policies.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); Associates degree preferred; two years related experience in a personnel office; familiarity with the Merit System process; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California driver's license.

**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 regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**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.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The employee occasionally may be required to operate a vehicle in the course of employment. The noise level in the work environment is usually quiet.

**Approved by Personnel Commission**  
**Approved date: February 19, 2009**