



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**PERSONNEL SERVICES SPECIALIST**

**DEPARTMENT/SITE:** PERSONNEL SERVICES

**SALARY SCHEDULE:** Confidential (Group 14)

**LEVEL:** Range 75

**WORK YEAR:** 12 Months

**REPORTS TO:** ASSISTANT SUPERINTENDENT,  
PERSONNEL SERVICES

**DATE CURRENT JOB DESCRIPTION APPROVED:**

Board of Trustees effective: August 12, 2021

**JOB GOAL/PURPOSE:**

Under the supervision and direction of the Assistant Superintendent, Personnel Services, to perform a variety of specialized and highly responsible duties in the recruitment, screening, selection, classification and processing of new certificated, classified, and administrative personnel. Incumbents in this classification provide the school community with specialized administrative functions and duties in the Office of Personnel Services which directly support student learning.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other secretarial/administrative classes by responsibility for performing a variety of specialized, confidential and detailed functions and duties in support of the Assistant Superintendent, Personnel Services. The Personnel Services Specialist is a single specialist classification in the Office of Personnel Services.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Manage hiring process for all recruitments; work cooperatively with administrators to fill staffing needs; receive and process information for personnel requisitions; prepare and distribute job announcements and other recruitment materials; provide information regarding employment opportunities and procedures to staff and public.
- Review applications for minimum qualifications and completeness; arrange interviews; assemble and distribute interview packets; recruit interview panel members; serve on interview panels as required.
- Assemble and organize written examination materials; administer and proctor proficiency and recruitment testing; correct, and score classified written exams to evaluate applicant qualifications; prepare and maintain eligibility records.
- Extend offers of employment; contact candidates for permanent and temporary staffing; notify candidates of non-selection; process initial employment of staff; schedule employee physical examinations; assist with scheduling Tuberculosis (TB) examinations and fingerprint appointments; monitor First Aid and

CPR requirements; assist in determining salary placement; complete employee identification badges; create new employee contracts; prepare and maintain employee records and files.

- Coordinate and conduct new hire orientations to convey information regarding personnel procedures, school board policies, negotiated agreements and insurance/retirement benefits; assist in the planning, organization and implementation of in-service training programs.
- Maintain and monitor current employee status requirements (personnel databases, intent to return forms, evaluation status, longevity, leaves of absences, return to work, etc.).
- Input and maintain employee information into Peoplesoft and other required personnel database software systems; maintain required systems to manage personnel data.
- Support administrator in bargaining unit contract negotiations; transcribe negotiation meeting minutes and side letters of agreement; prepare and distribute bargaining unit negotiated contracts.
- Assist the Assistant Superintendent, Personnel Services with agendas, materials, minutes and other needs associated with various District committees.
- Maintain communications on District external and internal websites up-to-date on Personnel Services issues and information.
- Obtain records and monitor fingerprint data on the Department of Justice website; obtain physical exam results for employees' pre-placement physical requirement; monitor TB and credential compliance using Peoplesoft and San Diego County Office of Education (SDCOE) contacts; prepare and maintain employee records.
- Prepare certificated employee contracts; review transcripts for column movement.
- Assist in the administration of employee benefit programs in compliance with insurance carrier contracts (e.g., enroll and assist eligible employees and dependents into insurance plans; explain benefit programs and options; manage open enrollment process; follow up on insurance issues to promote resolution; research discrepancies between employee, payroll, benefit provider/s and government agencies in order to ensure accuracy of records; enroll benefited employees into appropriate retirement system as needed; coordinate insurance remittance processes; process salary reduction agreements and items associated with salary deductions; receive and account for retiree COBRA payments; act as liaison between District and various insurance companies).
- Research and prepare various reports and information e.g., (retiree and health program benefits, personnel costs) including related costs.
- Clarify and interpret District personnel policies, regulations and contract provisions to staff; coordinate and compile data for state reports.
- Serve as back-up for Workers' Compensation claims.
- Perform other functions, duties and tasks related to this class as assigned.

### **JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

#### **Knowledge of:**

- Rules, regulations, laws, contracts and policies governing Personnel Services operations
- Modern office practices, procedures and equipment
- Letter and report preparation techniques
- Storage and retrieval systems
- Telephone techniques and etiquette
- General goals of public education
- Principles of supervision; principles of office management
- Word processing, spreadsheet, and database programs
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Interpersonal skills, including use of tact, patience and courtesy

**Skills:**

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers
- Perform basic arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students and the public

**Ability to:**

- Perform complex clerical and secretarial work independently and effectively
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Understand and apply district policies
- Act as a recording secretary for conferences and meetings
- Organize and analyze statistical data; perform computational tasks with accuracy and speed
- Compose written communications independently
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and retain a variety of policies, procedures and technical written material and information
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines and copiers
- Meet schedules and time lines
- Maintain confidentiality and positive attitude at all times

**EDUCATION REQUIRED:**

Any combination equivalent to graduation from high school supplemented by course work in business office management, personnel management, or business administration.

**EXPERIENCE REQUIRED:**

Four (4) years of increasingly responsible secretarial experience involving public contact. Must hold or be willing to pursue District-paid certification as a California Notary Public.

**LICENSE(S) REQUIRED:**

- None required.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Office environment with frequent interruptions and intermittent noise

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials