

**FALLBROOK UNION HIGH SCHOOL DISTRICT  
HUMAN RESOURCES SPECIALIST  
Position Description**

**BASIC FUNCTION:**

Perform complex administrative and technical support in the implementation and administration of human resources policies, programs, and procedures for certificated and classified personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interpret and provide information on District policies, rules, regulations, procedures, Education Code, bargaining unit agreements, and Federal and State regulations.
- Maintain current knowledge of changes in credentialing laws. Maintain and update records of employees' credentials and expiration dates. Verify and monitor assignments; perform credential audits. Prepare and process emergency, temporary, preliminary and clear credentials. Prepares Declaration of Need.
- Serves as a resource on matters related to the Every Student Succeeds Act and all requirements for teachers becoming highly qualified. Provides guidance, assistance and problem solving in this area.
- Implements District's collective bargaining agreements, suggests proposals to modify collective bargaining agreements to District's negotiators.
- Assist in the preparation of materials for negotiation with bargaining unit representatives.
- Develop and maintain employee personnel files including credentials, criminal background, TB, physicals and drug clearances.
- Maintains transcripts and units for advancement purposes for certificated employees.
- Compiles and prepares board agenda and personnel action items.
- Transmits employee information and status changes to the payroll department.
- Prepares and distributes job announcements; update job hotlines; process and file recruitment and employment materials received including applications, placement files, resumes and credential updates.
- Implements recruitment, selection, hiring, assignment, evaluation, and training processes for all employees.
- Coordinates packets/paperwork/folders for new hire paperwork and health benefits.
- Pre-screens certificated applications for appropriate credentials.
- Processes new hire paperwork and ensures completion of appropriate documents and paperwork in new hire file before it is placed in file cabinet.

- In conjunction with Business Services, reports, maintains, and supplies records for work-related injuries to third party insurance carrier. Reviews open claims and settlement requests. Serves as the Return to Work Coordinator for injured workers
- Serves on the district benefits committee and assists the Director as he/she serves as chair.
- Plans and coordinates employee exit procedures.
- Responds to requests for verification of employment via phone, fax, or mail.
- Maintains I-9 documentation.
- Coordinates the collection and recordation of performance evaluations.
- Gathers, compiles, and evaluates data used for reports and surveys.
- Prepares and updates Personnel Directory.
- Maintains database and daily tracking of AESOP (automated sub finder).
- Drafts and performs review of personnel correspondence, employment contracts and agreements. Process paperwork and maintain records regarding all changes in employment status.
- Responsible for Notices of Reasonable Assurance in timely manner.
- Research, prepare, and maintain official lists and records related to seniority, reemployment, transfer requests, longevity, performance evaluations, and leaves of absence.
- Establish and maintain record systems and files in accordance with general procedures and state regulations. Create and maintain a procedural manual for this purpose.
- Work in conjunction with the office of the Superintendent to develop CBEDS reports and gather information.
- Work in conjunction with the Finance Department to produce information for GASB 45 and J-90.
- Conducts special studies and surveys on personnel-related issues and prepares reports.
- Assists in the development of job descriptions.
- Independently compose correspondence, answer inquiries, and supply information.
- Communicates with a wide variety of staff and public.
- Perform other related duties as assigned.

#### QUALIFICATIONS:

**Experience and Education Required:** Training and experience, which clearly demonstrates possession of the knowledge, skills, and abilities, detailed above. A minimum of two years experience in a school district or university credentials [Human Resources] office is recommended. Experience must include complex record keeping and a high level of interpersonal contact.

**Knowledge of:** Modern administrative office practices, operations, procedures and equipment; oral and written communication skills; correct written and spoken English; district, state, and federal laws, codes,

regulations, policies, and procedures concerning human resources administration; record-keeping techniques; interpersonal skills using tact, patience and courtesy.

**Ability to:** Perform a variety of technical and clerical duties related to district activities and programs for certificated and classified personnel; learn, interpret and apply administrative and departmental policies, laws and rules pertaining to personnel practices, communicate effectively and establish and maintain a working relationship with district personnel and the public in situations requiring tact, diplomacy, and confidentiality; work independently with a minimum of direction; compile and maintain accurate and complex records and reports..

**Physical Requirements:** Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter, computer keyboard, and other office equipment; visual ability to read laws, codes, rules, policies, and other printed matter; ability to occasionally lift and/or move up to 25 pounds.

**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. The noise level in the work environment is usually moderate.

**Supervisor:** Superintendent/Designee  
**Work Year:** 12 Months/8 hours per day  
**Salary:** Range 4, confidential salary schedule  
**Overtime Status:** EXEMPT