

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Personnel Specialist	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0425	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 71 Salary Schedule F
<b>REPORTS TO:</b>	Associate Superintendent	<b>BOARD APPROVAL:</b>	05-11-87
		<b>BOARD REVISION:</b>	07-30-09

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**BASIC FUNCTION:**

Coordinate and perform highly responsible and professional personnel administration duties requiring independent judgment and analysis for the smooth and efficient internal operations of Human Resource Services. Make recommendations, and provide advice to school management over interpretation and application of provisions of labor agreements; ensure district compliance with laws, policies, and labor agreements.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Assist with the internal operations of Human Resource Services, including supervision of assigned staff, communications, technology, records, workflow, and other areas to assure smooth and efficient delivery of services that comply with laws, policies, and regulations. **E**

Perform a variety of responsible personnel functions to include, but not limited to, supervision and coordination of responsibilities; staffing, salary, and wage issues; data gathering and report preparation; special project assignments; automation processes; unemployment benefits issues; and other responsible personnel work. **E**

Assist with staffing issues for certificated and classified personnel; project staffing needs, review personnel requests for appropriateness; and implement personnel aspects of the overage/leveling (concaping) process. **E**

Assist with implementation and maintenance of a fully on-line computerized Human Resource Services operation. **E**

Establish and implement innovative staff development, workshops, and training to strengthen the professional skills of employees; conduct internal job fairs, and participate in external recruitment fairs, conferences, and activities to recruit diverse applicants; inspire a commitment to personal growth and professional development; provide coherence to the overall operations of the department. **E**

Responsible for the development and distribution of personnel-related publications and the Substitute's Handbook. **E**

Responsible for compiling data for legal compliance related to requests for information (RFI) from bargaining units, Public Records Act, and Legal Counsel. **E**

Coordinate with principals, staff, and employees for compliance with bargaining unit agreements, state and federal laws, board/district policies and regulations, and other applicable rules. **E**

Attend central office meetings with principals to support site needs related to staffing, enrollment, grant funding, surplussing, layoffs, and audits. **E**

Collaborate with Human Resource Services and bargaining unit representatives regarding issues that affect unit employees or negotiated agreements. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Collect, research, and analyze data to provide reports and information as requested. **E**

Research and compile data to respond to both in and out-of-district personnel-related requests for information, state and federal reports, grant application information, credentialing, No Child Left Behind (NCLB), etc. **E**

Responsible for the distribution of seniority lists, and responds to inquiries on same. **E**

Assist in various processes associated with the transfer procedures for certificated personnel. **E**

Assist in resolving problems of district employees concerning salary placement, service credit, benefits, and other personnel-related issues. **E**

Keep informed on laws and regulations pertaining to certification in the state, and advise employees regarding the maintenance, renewal, and upgrading of their certification. **E**

Act as the district's representative on matters related to unemployment benefits issues, including the completion of all related forms and documents and attendance at hearings if necessary. **E**

Assist in the development of personnel operational procedures, rules, and regulations. **E**

Attend Board of Education meetings when required.

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and with a major in personnel, public or business administration, or a related field, and six years of increasingly responsible personnel, labor relations, or employee compensation experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding ..... 60 Correct WPM
- Word..... 95% Overall Score
- Excel..... 95% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Sound human resources terminology, policies, practices, and procedures.
- Functions of personnel and contract interpretation.
- Legal and equitable interview and selection techniques.
- Human Resource Services policies related to certificated and classified employment.
- Methods and processes of statistical analysis and data reporting.
- Principles and techniques of recruitment and selection of personnel.
- Fair Employment and Equal Opportunity policies and regulations.

Operations, procedures, specific rules, and precedents of the department.  
 Presentation, communication, and public speaking techniques.  
 Technical aspects of field of specialty.  
 Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.  
 District organization, operations, policies, and procedures.  
 Bargaining unit reports, labor relations, and negotiations.  
 Operation of a computer, related software, and standard office equipment.  
 Paperless electronic filing systems.  
 Research methods, and report writing and recordkeeping techniques.  
 Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.  
 Interpersonal skills using tact, patience, and courtesy.  
 Health and safety regulations.

**ABILITY TO:**

Coordinate and perform the basic function of the position.  
 Prepare and maintain statistical and other records and files.  
 Utilize effective leadership skills that work well within a team setting.  
 Prepare extensive, frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.  
 Operate a computer, related software, and standard office equipment.  
 Research, analyze, compile, and verify data, and prepare reports.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures related to classified and certificated employment and compensation.  
 Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.  
 Exercise analytical and independent judgment.  
 Analyze situations accurately, and adopt an effective course of action.  
 Work confidentially with discretion, and complete work with many interruptions.  
 Communicate effectively, both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Work in a team environment; organize, coordinate, and oversee team activities.  
 Compose correspondence and written materials independently.  
 Lift light objects according to safety regulations.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.

**APPROVALS:**

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Carol Mignone Stephen, Associate Superintendent, Human Resource Services

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Date

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Susan E. Miller, Interim Superintendent

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Date