

Metropolitan Education District
Human Resources Specialist



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Director of Human Resources
Classification:	Classified; CSEA Bargaining Unit
Date Approved:	03/14/1984
Dates Revised:	01/01/1991, 06/11/1997, 6/25/2008, 8/17/2016
Position Control:	#142227, Salary Schedule 2, Range 24, 12 Month Work Year

POSITION DESCRIPTION:

Under the limited supervision of a designated supervisor, assists human resources department in maintaining salary and other personnel records in a computerized system; performs related work as required.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

All employees

- Primary contact for HR customer/counter service
- Ability to maintain master employment records in a computerized system
- Submits payroll papers and budget changes to payroll
- Answers routine personnel questions according to policy and rules
- Interacts with public regarding personnel vacancies
- Ensures TB tests are current; complete unemployment forms and prepares employment verifications for all employees
- Assists with board agendas and prepares board letters
Responds to requests for information; Workers' Compensation processing
- Answers inquiries, processes applications, and prepares eligibility list and interview letters as required
- Assists with inquiries on benefits and enrollment
- Works with material of a confidential nature
- May coordinate and audit department absence reports
- Maintains HR department forms and supplies for the District

Classified Staff

- Processes hiring papers establishing and maintaining a personnel files for volunteers, substitutes, and short-term employees
- Prepares new hire EDD reporting
- Maintains evaluation tracking and forms distribution
- Prepare sick leave, vacation balances, welcome back and letters of reassurance
- Processes COBRA notifications and applications
- Assists in proctoring tests for classified personnel
- May distribute vacancy announcements
- Perform a variety of clerical duties for department/district administration

EMPLOYMENT STANDARDS

Knowledge of:

- Current office procedures and practices
- Correct English usage, spelling, grammar and punctuation
- District policies, procedures, rules and regulations
- Basic methods of financial record keeping
- Report generation and presentation production
- Current computer applications

Ability to:

- Interpret and apply District rules and policies with good judgment
- Perform clerical duties with speed and accuracy
- Operate current office equipment including calculator and computer;
- Apply Intermediate level skills in computer applications including, Word, Excel, PowerPoint, and other relevant programs
- Produce reports
- Handle and maintain sensitive confidential data
- Work effectively with a diverse group of internal and external customers with diplomacy, friendliness, poise and firmness if required
- Work effectively with a wide variety of issues with flexibility and composure
- Provide assistance and instruction to other staff members
- Communicate clearly in oral and written form

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- Two (2) years of secretarial and clerical work
- Work with computerized record keeping system is desirable
- One (1) year in a school system personnel department

Education and Credentials:

- High school diploma or equivalent
- AA/AS degree or equivalent experience is preferable

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____
Employee Signature