

Metropolitan Education District
Senior HR Systems Specialist



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Human Resources Director
Classification:	Confidential
Date Approved:	08/17/2011
Dates Revised:	
Position Control:	#142104, Salary Schedule 7, Range100, Work Year 260 Days

POSITION DESCRIPTION:

Under the general direction performs various duties relating to the general operation of the Human Resources office including word processing, data acquisition and analysis and assistance to the Superintendent and Chief Business Officer. This position requires the ability to exercise independent judgment, to complete tasks despite interruptions from staff, the public, and telephones, and the ability to interact successfully with persons of varying personalities on myriad issues. Duties require access to and possession of information regarding a variety of confidential issues relating to employer/employee relations.

During the regular course of work, employees may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that employees of the Lassen Union High School District will not release any privileged information about students, staff, labor relations, or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITY/DUTIES:

Essential Functions:

- Maintains, inputs and processes master employment records in computerized database systems
- Updates and maintains human resources master files in position control for the district
- Maintains hardcopy and softcopy personnel files
- Updates salary placement as directed
- Maintains records of district salary structure and other district information
- Conducts salary analysis for negotiations
- Prepares District-wide staff budgets for district budget development
- Serve as a backup recorder for negotiation sessions with bargaining groups
- Coordinates annual data base rollover, and salary schedule updates
- Creates annual calendars in QSS/QCC
- Maintains all permanent data, creates and updates profiles as needed to enhance QSS/QCC system for report generation and database information validity
- Responsible for data accuracy between QSS/QCC and student system
- Submits documents and budget changes to payroll and fiscal
- Answers personnel questions according to policy and rules
- May complete unemployment forms and prepares employment verifications for all employees
- May prepare and coordinate vacancy announcements
- Interacts with public regarding vacancies; answers inquiries, processes applications

Essential Functions Continued:

- Prepares eligibility list and interview letters as required
- Coordinates employee benefits and enrollment
- May process COBRA notifications
- Assists district administration in compliance to bargaining unit contracts, district and legal procedures
- Coordinates workers compensation program
- Issues reassurance letters for compliance of established requirements; distributes and maintains official copy
- Ensures that credentials, district TB tests and finger print program records are current and in compliance with laws
- Maintains seniority list for all employees;
- Effectively provides a variety of complex, confidential, responsible duties that involve independent judgment and a thorough knowledge of District organization, programs, functions, policies and procedures
- Analyze situations and adopt an effective course of action, assumes responsibility to coordinate with all departments and sites
- Participates and represents the District on assigned committees, meetings, workshops and conferences
- Analyzes data, maintains district reports
- District reporting for negotiations, board meeting, budgeting, EEO and other legal inquiries
- Completes reports, questionnaires and surveys
- Promote efficient and economical use of technology; maintains contact with county office of education; completes other duties as assigned
- Prepares agendas and records minutes of meetings as directed
- Prepares documents and reports of a complex nature for regulatory agencies and compliance with programs or grant applications
- Assists in the preparation of correspondence relative to employer/employee relations and employee grievances
- Compiles, develops, and may present information relating to negotiations with exclusive representatives
- Interacts in person and over the telephone with District Labor representatives
- Prepares and finalizes agreements reached between the District and exclusive representatives
- Administers the personnel functions of recruitment, selection, hiring, promotion, transfer, reassignment and termination for the district
- Advises, assists and trains district administrators and supervisors in handling personnel policies and practices
- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel, and others contacted in the course of work;
- Provides cross-coverage in other areas as needed during lunch, break, and employee absences

Additional Duties

Composes independently or from oral instruction documents and correspondence including but not limited to employment contracts, letters, reports, bulletins, and memoranda including material of a confidential nature

- Makes decisions in accordance with law and regulations and applies these to problem situations; works without close supervision
- Performs difficult and responsible clerical work rapidly and accurately
- Required to make independent decisions on behalf of the administration
- Assists with preparation of documents relative to employee discipline
- Supervises classified positions as designated
- Schedules and tracks required training for all staff
- Ability to work on a variety of tasks simultaneously
- Works independently
- May assist with payroll and personnel procedures as needed during peak periods.
- May provide relief during absences as needed
- Assists with document preparation for annual audit, mandated costs, and other compliance documents as needed

EMPLOYMENT STANDARDS

Knowledge of:

- MetroED Policies and Procedures; especially HR procedures and bargaining unit contracts;
- Current office procedures and practices;
- Correct English usage, spelling, grammar and punctuation;
- Current software applications, i.e. Word, Excel, PowerPoint, Outlook, etc;
- Business English and methods of preparing correspondence and reports.
- Knowledge of office practices, procedures, and equipment;
- Knowledge of computers; telephone techniques; letter and report writing; business English, bookkeeping/accounting principles, spelling, and math.
- Learn and interpret state and federal laws and regulations regarding classified and certificated personnel, labor relations, fair labor standards and fair employment practices and apply these with good judgment in a variety of situations.
- Ability to work on a variety of tasks simultaneously.
- Maintain cooperative relationships with coworkers.
- Use common courtesy in the course of duties.

Ability to:

- Make calculations quickly and accurately;
- Use good judgment in recognizing scope of authority;
- Prepare and analyze statistical records and reports;
- Exercise a high degree of individual initiative;
- Maintain a positive attitude at all times and possesses excellent time and project management skills.

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MINIMUM QUALIFICATIONS:

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

Experience:

- Must be experienced with computerized record keeping system;
- Three (3) year in a school system personnel department;
- Five (5) years of broad and increasingly responsible experience in secretarial/clerical work, preferably in Adult and Vocational Education school setting of which three (3) years are of increasingly responsible experience within MetroED.

Education:

- 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 staff and to read fine print and operate computer; hear and understand voice over telephone and in person; lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds.

Date: _____

Signed: _____

Employee Signature