



CERTIFICATED HUMAN RESOURCES SPECIALIST

Reports to: Human Resources management

Division: Human Resources

Our ideal candidate

You work efficiently, with strong attention to detail. You are a problem-solver with a “can-do” attitude, and have the ability to work collaboratively on teams and consult effectively and independently with all levels of employees. You understand the sensitive nature of your work and it shows in your care when providing great service to others. You communicate with a high level of respect, patience, and understanding. You are an excellent problem-solver, highly responsible, and take ownership of the tasks and responsibilities of the position. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

General Description

Coordinate the recruitment and employment functions for certificated employees. Maintain consistent and respectful communication with department managers and staff to ensure timely and current records for all certificated employees. Implement modern and creative recruitment strategies including but not limited to job fairs, social media, varied advertisements, developing systems to increase certificated job pools and developing networks. Research, seek, and assist in writing grants to support employees, career ladders, and the field of employment in education. Assist in the development of employee supports to enhance recruitment and retention. Interpret and apply human resources policies and rules consistent with law. Assist in the preparation of information necessary for collective bargaining.

Specific duties and responsibilities

- Manage the recruitment and employment of certificated personnel
- Conduct certificated employee reference checks to assist departments in the hiring process
- Establish salary placement and verify experience of newly hired certificated employees
- Determine annual salary schedule adjustments and prepare contracts for certificated employees
- Collaborate with managers in the development and updates of certificated job descriptions
- Coordinate and monitor physicals and other certificated employee requirements
- Process and orient new certificated hires including the completion of required forms, obtaining required documents, and participating in employee orientation
- Monitor certificated employee evaluations and send reminders and information to supervisors as necessary to ensure timely processing
- Administer leave for the certificated employees and determine employee eligibility and entitlements for various leaves such as sick leave, catastrophic leave, leave without pay, and leave under the Family Medical Leave Act and California Family Rights Act
- Coordinate the day-to-day certificated human resources functions of the department



CERTIFICATED HUMAN RESOURCES SPECIALIST

- Assist in the development and maintenance of department procedures and procedure manuals
- Assist in the maintenance of the human resources information systems and application system to ensure the integrity, utility and availability of data and functionality
- Compose and distribute certificated personnel job bulletins and advertisement of vacancies
- Participate in planning of countywide educator fairs, attend external job fairs, and conduct offsite recruitment as necessary
- Independently research and creatively implement modern and effective recruitment strategies
- Develop nationwide network of professionals to foster recruitment of certificated employees
- Monitor and troubleshoot certificated staff shortages
- Develop professional growth systems that foster recruitment and retention
- Respond to inquiries and provide technical information regarding human resources policies, procedures, salary, transfers, and job openings
- Maintain a wide variety of specialized personnel records and files related to recruitment, credentials, references, coursework, requirements, salary, and other data
- Coordinate and administer employee recognition for all SBCEO employees
- Prepare and process documents and information related to collective bargaining activities including employee relations and negotiations while maintaining confidentiality
- Review, interpret, apply, and explain legal mandates, policies, regulations and guidelines pertaining to certificated personnel
- Develop, maintain, and disseminate detailed and updated lists of certificated employees
- Design, oversee and maintain division website information
- Compile and prepare various complex statistical and financial documents, reports, and surveys
- Monitor, interpret, and enter data to submit state and county-level reports as assigned
- Coordinate and prepare materials for presentation to the County Board of Education or other entities with whom the manager communicates
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Process administrative details not requiring the immediate attention of the manager
- Prepare and distribute meeting notices and agendas, attend meetings to participate and record proceedings and prepare and distribute comprehensive minutes of meetings
- Assist with planning and coordinating training events including training schedules, attendance, and resolving issues
- Coordinate and monitor ordering, inventory and distribution of office supplies and forms
- Prepare and maintain calendar of activities, meetings, and events including scheduling appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- Compose and independently prepare and distribute correspondence, memoranda, reports and other documents, including that of a confidential nature



CERTIFICATED HUMAN RESOURCES SPECIALIST

- Assist in the preparation and monitoring of designated budgets
- Process purchase orders and encumbrances as assigned
- Perform other essential job-related duties as assigned

Requirements

Education: preferably two years of higher education coursework in public or business administration, human resources, or a field related to education or any combination of human resources experience and higher education in a related field; human resources certification preferred

Experience: five years of responsible human resources experience and/or senior-level office management preferably in an educational institution, or higher education in a related field in lieu of experience

Knowledge and skills

- Principles, practices, and regulations pertaining to school employee human resources management, including credential requirements for certificated personnel
- Basic principles of office organization and management
- Modern office practices, procedures and equipment
- Advanced software and applications including Microsoft Office (advanced Excel), Google Docs, Google Forms, Google Survey, and FileMaker Pro
- Database management and cross-database auditing
- Statistical and financial record keeping
- Advanced oral and written communication skills
- Organization skills including advanced attention to detail
- Advanced interpersonal skills using tact, respect, patience and courtesy with a variety of contacts

Abilities

- Learn County Education Office organization, operations, policies, rules and objectives
- Coordinate the establishment and maintenance of automated record-keeping systems and databases for certificated human resources
- Independently interpret and apply relevant laws, regulations, and policies using sound judgment
- Analyze problems and develop creative solutions
- Plan and organize work in an efficient and highly detailed manner
- Gather information and compose varied correspondence, reports and other documents
- Perform statistical calculations with speed and accuracy
- Analyze and interpret credential requirements and university transcripts
- Communicate effectively both verbally and in writing with a high level of professionalism
- Establish and maintain effective and professional working relationships with others



Personnel Commission

JOB DESCRIPTION

CERTIFICATED HUMAN RESOURCES SPECIALIST

Licenses and certificates

Requires a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Requires travel and participation at events in a variety of school districts and the community.

Salary range 79

Approved by the Personnel Commission: August 24, 2006

Revised: June 28, 2018