TITLE: Human Resources Specialist  
SECTION: Human Resources  
DEPARTMENT: Administration  

REPORTING RELATIONSHIP:  
Reports to: Human Resources Director  
Supervises the following positions: Not applicable  

DEFINITION:  
Under general direction, assist with the operation of the Human Resources department. Administers recruitment process, conducts salary surveys, assists with employee training and performance evaluation procedure. Performs related work as required.  

ESSENTIAL FUNCTIONS:  
1. Conducts employee recruitment process, including preparing job announcements and advertisements, screens applications, set up interviews, and participates in the interview and selection process.  
2. Conducts new hire orientation program.  
3. Researches and collects data for salary surveys. Completes salary surveys requested by other agencies.  
4. Creates and maintains accurate job descriptions.  
5. Maintains contact with employees and supervisors to determine Human Resources needs.  
6. Interprets and answers questions of employees, other agencies and the public regarding district policy and procedure.  
7. Assists in developing and administering training program.  
8. Maintains accurate Human Resources records and completes required reports in a timely manner.  
9. Interacts with employees, supervisors and union representatives to resolve problems and issues.  
10. Performs related duties as assigned.  

MINIMUM QUALIFICATIONS:  
License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.  

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. Bachelors degree in Business Administration is preferred along with two years Human Resources experience. A certificate in Human Resources along with three years of Human Resources experience can be substituted.

Abilities: Establish and maintain effective and cooperative working relationships with District officials, employees, and the general public. Communicate effectively both verbally and in writing. Identify, respond and follow up on employee problems and issues. Prepare and complete comprehensive reports and projects. Conduct surveys, evaluate data, and make appropriate recommendations concerning job classifications and compensation. Operate a computer work station.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites. Uses two way radio to communicate. Driving: Light

2. Sits for prolonged periods of time.

3. Operates a computer workstation.

4. Regularly uses the telephone for communication.

See Attached for physical assessment form.