



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Human Resources Specialist- Confidential	REPORTS TO:	As assigned
DEPARTMENT/SCHOOL:	Human Resources Department		

agency or personnel according to established time lines; compose related correspondence, letters, memos, forms and other documents as needed; prepare documents for Board approval

- x Participate in the recruitment, screening and processing of new certificated personnel according to established procedures; place advertisements in appropriate media; collect and process various employment forms and applications; schedule appointments; prepare new contracts and new employee information and payroll and other departments
- x Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data
- x Maintain contact with outside organizations to assure personnel are current regarding credential requirements, rules and regulations; request data, reports and other information as needed
- x Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- x Communicate with personnel, school districts, colleges, universities, governmental agencies and various outside organizations to exchange information, coordinate activities resolve issues or concerns

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current laws, codes, regulations and rules related to credentialing
- California credential requirements and procedures
- Practices and procedures related to certificated personnel
- Operations, policies and objectives relating to personnel activities
- Organizational operations, policies and objectives
- Oral and written communication skills
- Technical aspects of field of specialty
- Modern office practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy

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- Compile and verify data and prepare reports
- Maintain various records
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Operate a variety of office equipment including a computer and assigned software
- Meet schedules and time lines
- Plan and organize work
- Work independently with little direction
- Work confidentially with discretion

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in human resources or related field and four years of experience in a human resources office including confidential related experience

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions
- Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials