



POSITION DESCRIPTION

JOB TITLE: Staffing Specialist Job Class: 1445		
DATE	DEPARTMENT OR SCHOOL Human Resources	DIVISION Classified Staffing
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Performs Human Resources functions related to various classified positions, including contract negotiation and enforcement. Monitors compliance with applicable State and Federal laws. Processes disciplinary actions related to classified employees.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Administers the staffing of various classified positions, to include summer school support staff, and handles necessary reassignments or reductions in force. Processes personnel transactions in accordance with State and Federal laws, Civil Service rules and Board policies.
2. Reviews and approves applications for employment or promotion. Reviews criminal background checks for individuals recommended for employment and coordinates medical examinations for recommended employees. Extends probationary periods, as necessary, for classified employees.
3. Provides counsel to supervisors regarding bargaining unit contract compliance, Board policies, administrative procedures and personnel practices.
4. Approves or denies leaves of absence for classified employees. Authorizes independent medical evaluations in cases other than those involving claims under workers' compensation. Negotiates and administers "Back to Work" agreements.
5. Assists in negotiation of labor agreements, including the development of proposals on behalf of the Board, responding to union proposals and acting as chief spokesperson on behalf of the Board as necessary.
6. Works with the various unions representing classified employees to address and solve problems or complaints.

7. Handles second step grievances involving disciplinary actions or contract disputes with classified employees. Implements grievance resolutions effecting classified staff. Assists in the preparation of arbitrations.
8. Hears disciplinary actions involving residency or pre-employment issues. Imposes appropriate disciplinary actions in these cases.
9. Prepares responses to claims of violations of employment laws, including allegations of violation of the district's Affirmative Action policy.
10. Assists in the preparation of responses to claims made under the Unemployment Compensation or Workers' Compensation Acts. Provides testimony at hearings on these matters on behalf of the Board.
11. Ensures proper licensure is maintained in applicable positions in classified department.
12. In coordination with Compensation and Payroll, calculates payroll transactions affecting the salary or benefit levels and implements any necessary payroll adjustments.
13. Represents the Office of Classified Staffing at Board meetings, City Service Commission meetings or other meetings as required.
14. Serves on student expulsion panels and student assignment appeals panels as necessary.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision, reporting to the Manager, Classified Staffing.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Supervises and directs the work of one or more Human Resources Assistants.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in Human Resources Management, business or a related field. A master's degree is preferred.

Experience Requirements

Previous experience in public sector human resources, staffing or labor relations is helpful.

Knowledge, Skills, and Abilities

Strong interpersonal and communication skills and the ability to work effectively with a diverse population is required. Knowledge of recruitment strategies and techniques is required. Knowledge of federal and state employment laws and comfort with MPS' AA and EEO policies and procedures is necessary. The ability to establish appropriate applicant selection criteria is necessary. Ability to use independent judgment and manage and impart confidential information is critical. Incumbent must be flexible and able to manage many projects each with differing deadlines.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is normally performed in a typical office work environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Limited physical effort is required, moderate lifting, standing and walking.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.