



POSITION DESCRIPTION

JOB TITLE: Human Resources Specialist Job Class: 1450		
DATE	DEPARTMENT OR SCHOOL School & Community Services	DIVISION
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.)</p> <p>Under the direction of the Director, this position will serve as a liaison with the Department of Human resources in coordinating, implementing and monitoring compliance with all district personnel policies, practices and procedures for the department.</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. Work closely and coordinate with the Department of Human Resources to ensure adherence to all Board policies, Civil Service rules, labor contracts, state and federal mandates, etc.
2. Monitor the filling of administrative/supervisory vacancies.
3. Coordinate the hiring process for classified support personnel.
4. Maintain employee performance evaluation procedures.
5. Assist in forecasting recruitment and staffing needs.
6. Assist in the development of personnel training programs for supervisory/management and classified support staff.
7. Maintain license, certification and other training requirements of appropriate personnel classifications.
8. Monitor all labor contracts and provide necessary assistance to management and staff in the administration of the same, including handling grievances and disciplinary hearings.
9. Assist in recruitment and assignment of personnel.
10. Supervise payroll procedures and modify as needed.
11. Assist in job design changes, perform job analyses and update all job descriptions as needed.

12. Assist in monitoring departmental compliance with EEO/AA requirements and responding to complaints.
13. Assist management in preparing suggested proposals for contract negotiations.
14. Conduct studies, prepare reports and make recommendations on personnel issues.
15. Attend meetings, serve on committees and teams as assigned by the Director.
16. Actively supports the MPS Strategic Plan.
17. Performs other duties as assigned.

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

Director, Department of School and Community Services

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.

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.)

Possession of a Bachelor's degree from an approved college or university; a major in human resources administration, public administration, industrial relations, business or related field preferred.

Experience Requirements

Five years of progressively responsible and diversified human resources administration experience which must include hands on experience in labor relations and grievance handling. A Master's degree in Human Resources Management, Public Administration, Industrial Relations or related field may substitute for two years of the required experience.

Knowledge, Skills, and Abilities

Knowledge of the principles and practice of human resources administration including recruitment, selection, classification and compensation; knowledge and understanding of human resources procedures and labor relations practices; knowledge of the dynamics of a complex organizational structure; problem solving skills, analytical skills; organizational skills; ability to communicate effectively through both oral and written means; ability to work effectively and harmoniously with administrators, staff, union officials and the general public; knowledge of and experience with personal computers; knowledge of total quality management concepts.

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

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

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.

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.