

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED AUGUST 2019**  
**RANGE: 49.0**  
**CLASSIFIED**  
**CODE: 2**

### **HUMAN RESOURCES SPECIALIST**

#### **DEFINITION**

Under the direction of the assigned administrator, the Human Resources Specialist will assist in the planning, organization and direct operations in the various areas within human resources; plan, coordinate and conduct activities including, but not limited to, orientation (on-boarding), staff development, training, and separation of personnel for the County Office. Oversee the Workers' Compensation program, occupational and industrial safety, absence and disability management program, and other related programs and activities for the County Office.

#### **EXAMPLES OF DUTIES**

Conduct and coordinate the orientation, training, and separation of personnel for the County Office and the activities involved in staff development and training; assist in establishing and maintaining related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.

Responsible for all aspects of the Workers' Compensation program for KCSOS.

Stay abreast of new trends and innovations in the field of risk management.

Keep immediate supervisor and designated others fully and accurately informed with respect to risk management activities.

Administer preventive maintenance/risk management programs including blood borne pathogen program.

Perform risk management and safety training for KCSOS.

Plan site visits and coordinate the development and compilation of presentation materials.

Coordinate office events pertaining to staff development and training.

Assist in the assessment of current and future needs within the Division of Human Resources for the purpose of facilitating the strategic planning process; support the planning, development, and execution of a departmental strategic plan based on the above needs assessment that aligns with the larger organizational goals.

Ensure the content within the Kern County Superintendent of Schools' (KCSOS) Employee Handbooks represent current State and Federal laws and regulations as well as KCSOS personnel policies, work practices and benefits.

Plan, coordinate, and facilitate exit interview meetings for personnel who are separating from the County Office; provide technical information to the Assistant Superintendent – Human Resources and Staff Development regarding personnel needs and issues.

Assist in providing office training programs in areas related to personnel management; coordinate and conduct training sessions for employees concerning office policies and procedures and other personnel functions; prepare and deliver oral presentations.

Provide support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.

Assist in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.

Assist in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Coordinate, manage, and conduct the annual training requirements for employees under CANRA; prepare and deliver oral presentations.

Provide information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures and fringe benefits.

Serve as contact for employees and retirees regarding benefit related issues and questions.

Receive and prioritize claims, questionnaires and other unemployment related data.

Use details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.

Represent the office in unemployment hearings as needed.

Travel to worksites throughout Kern County to provide information and meet with employees on various matters.

Operate a variety of office equipment including a computer and assigned software.

Drive a vehicle to conduct work.

## **QUALIFICATIONS**

### Knowledge of:

Current human resource management strategies, Rules of the Personnel Commission, personnel policies and procedures of the Kern County Superintendent of Schools Office, and basic accounting principles;

knowledge of and willingness to stay abreast of current trends, innovations and practices in human resources administration and related areas including health and welfare benefits;

legal mandates, policies, regulations and operational procedures and guidelines pertaining to typical personnel management functions and activities of both classified and certificated personnel;

use of QCC software and Microsoft Office Applications;

CalSTRS policies and procedures related to retirement benefits.

### Ability to:

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures;

establish and maintain positive and effective working relationships with diverse populations.

understand and carry out assignments in an accurate and timely fashion following verbal or written instructions with minimal supervision;

exercise sound independent judgment and initiative within established guidelines;

resolve personnel related issues and concerns with discretion and confidentiality;

create, develop and deliver trainings and presentations to individuals and large groups;

demonstrate attention to detail in composing, typing, and proofing materials; establishing priorities; and meeting deadlines.

Experience:

Four (4) years of highly responsible experience in Human Resources and/or risk management, preferably in an educational setting.

Education:

Graduation from a four-year college or university required. Coursework in human resources management, public or business administration is preferred.

SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Completion of six (6) to eight (8) weeks of off-site CalSTRS training (The location of the training is subject to change, but is currently being held in Sacramento, California) if required for assignment.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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8/9/19

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