

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 2023
RANGE: 49.0
CLASSIFIED
CODE: 2**

HUMAN RESOURCES COMPLIANCE SPECIALIST

DEFINITION

Under the direction of the assigned administrator, the Human Resources Compliance Specialist will be responsible for ensuring that our Office adheres to all state and federal employment laws, regulations, and internal policies, while working closely with the Human Resources leadership to develop, implement, and maintain compliance and risk management processes for the Kern County Superintendent of Schools (KCSOS).

EXAMPLES OF DUTIES

Develop, coordinate and conduct various orientations, trainings, and office wide employee events;

develop and preset compliance training programs and materials for KCSOS employees and managers to ensure awareness and understanding of best practices and legal requirements;

collaborate with human resources management to develop and update KCSOS policies, procedures, and handbooks to ensure the material remains up to date with changing laws and regulations;

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.

conduct investigations into complaints and allegations related to employment practices, compliance issues, and/or safety concerns as assigned;

assist Human Resources Specialist with new hire on-boarding welcome meetings for employees within two weeks of employment to provide information and assistance to ensure understanding of policies, procedures, and fringe benefits, if needed;

assist Human Resources Specialist with the facilitation of exit interview meetings for personnel who are separating from the County Office if needed and; provide technical information to the Assistant Superintendent – Human Resources and Staff Development regarding personnel needs and issues identified during the meetings;

plan site visits and coordinate the development and compilation of presentation materials;

coordinate assigned office events pertaining to staff development, training, and employee wellness;

prepare and submit compliance reports and documents to various governmental agencies in a timely and accurate manner;

conduct regular internal audits and reviews of human resources practices and records to identify areas of improvement and ensure compliance;

stay abreast of new trends and innovations in the field of safety and risk management;

administer preventive maintenance/risk management programs including blood borne pathogen program;

perform risk management and safety training for KCSOS as needed;

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;

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

coordinate, manage, and conduct assigned annual training requirements for employees; prepare and deliver oral presentations;

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;

perform other related duties as assigned.

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, the California Education Code, 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 safety and risk management;

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.

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.

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.

CP: rn

12/8/2023

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