



Fremont Union High School District

Position: Senior Human Resources Specialist

Department/Site:	Human Resources	Range:	116
		Work Year:	245
Reports to/ Evaluated by:	Human Resources Administrator	Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of a Human Resources administrator, creates and manages systems and procedures and performs a variety of advanced technical work to support the district with recruitment, training and orientation of staff, personnel status transactions, development and maintenance of personnel files, employee communications, and state and local reporting. Employs critical thinking, independent decision making, sound judgement and creative problem solving to support the employees of the district. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential duties and responsibilities as shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Provides human resources support to a defined population of FUHSD employees in the areas of classified and certificated personnel services, credentials, job control, recruitment support, employee orientation, retirement, and employee relations.
- Performs professional Human Resources work in accordance with District, County, State and Federal laws, rules, codes and regulations.
- Adheres closely to District policies applicable to the hiring of classified, certificated and all other district personnel.
- Creates, manages, trains and provides procedural direction to district staff, responds to questions about and resolves difficult issues with multiple databases and programs, (e.g. IK12, EdJoin, Qualtrics, FileMaker, DocU, Aesop, Analytic, Keenan, and QCC, etc...).
- Conducts training on specialized topics, (e.g. workers compensation, ergonomic evaluations, substitutes, etc...).
- Oversees on-boarding/hiring procedures for personnel including certificated, classified and substitutes.
- Prepares and maintains seniority lists.
- Prepares and contributes to presentations for the Board of Trustees on various topics as requested.
- Composes and prepares personnel reports on status recommendations for the Board.
- Initiates follow-up work after Board action; notifies the Business Office of changes in personnel status and salary placement.
- Prepares agenda items for Human Resources Board actions.
- Monitors and updates Human Resources Board policy revisions per CASBO.
- Manages and maintains confidential records.
- Manages fingerprinting process and acts as a Certified Fingerprint roller for District.
- Compiles information and maintains compliance for federal, local and private agencies.
- Manages and monitors all employment requirements including credentials, licenses, fingerprints I-9 compliance and TB.
- Manages and oversees leave of absences and Workers' Compensation program for employees per District, local, state and federal guidelines.
- Communicates with employees about leave options and timelines.
- Processes credentials, credential applications, transcripts, and forwards to the State; contacts colleges, universities and the County regarding transcripts and credentials as needed.

- Recommends teachers for Clear Credential; reviews and approves documents for submission on CTC portal.
- Acts as approved District designee and signer for CTC documents.
- Manages and executes recruitment and hiring processes for all management, certificated, and classified employees including, coaches, instructors, volunteers, and Summer Academy teachers and staff.
- Works in tandem with the Directors of Human Resources regarding the recruitment, screening and selection of District personnel.
- Prepares necessary paperwork to establish new employees on active payrolls, including Adult and Community Education (ACE), substitute and student employees; processes appropriate salary for employees, including increment and/or longevity; code personnel and payroll forms according to established procedures and codes. I-9 compliance.
- Establishes employee work calendars.
- Oversees compliance/staff training programs.
- Completes, oversees, and provides a variety of reference and employment verification for current and former employees.
- Assigns and/or composes letters to employees on a variety of status topics such as, but not limited to co-curricular notices, notices of intent, re-election and Reasonable Assurance notices.
- Manages personnel files for all classified and certificated employees to ensure all personnel files are up-to-date and complete.
- Updates employee information to multiple human resources information systems.
- Manages the substitute desk, including assigning substitutes to temporary and long-term vacancies as needed.
- Hires, screens, and conducts reference checks on substitutes.
- Provides information and counseling on human resources policies, rules and regulations to employees.
- Acts as a liaison and manages workflow between various district departments, the public, the staff and the Human Resources Department.
- Composes correspondence, reports, memos and other materials for the Human Resources department.
- Researches data and confidential information on a variety of Human Resources activities.
- Processes purchase orders and invoices for the Human Resources Department.
- Keep Directors of Human Resources informed of problems, potential problems, emergencies, conflicts and a wide variety of school or district operations for the purpose of supporting the smooth operation of the district.
- Attends District and community functions as District representatives (Hiring fairs, Board meetings, etc.).
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires ability to evaluate and modify systems, procedures and programs within area of responsibility.
- Requires interpersonal skills using tact, patience and courtesy to adapt to divergent situations including, but not limited to advanced verbal and written communication skills.
- Requires the ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.
- Requires specialized technical knowledge of school district organization, labor contract, Education Code, rules and regulations, applicable laws and statutes, including in depth knowledge of personnel policies and management practices.
- Requires ability to meet deadlines, plan and organize projects and workload and complete tasks and assignments with many interruptions.
- Requires knowledge of common provisions of employee benefit plans.
- Requires demonstrated skills at creating, maintaining, and accessing relational databases, verifying numerical and demographic information.
- Requires sufficient math skills to perform standard business math calculations.
- Requires the ability to gather and analyze data and develop conclusions and recommendations.

- Requires the ability to train others and facilitate small group processes.
- Requires the ability to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, and calculators.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- This position requires a High School Diploma or its equivalent supplemented by two years college level course work in personnel management, business administration, or related field; three years of work with varied personnel office policies and practices, preferably in a school district.
- A Bachelor's degree or relevant years of professional experience is preferred.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a District Office environment subject to constant interruptions.

- Revised 9-14-21
- Board Approved 9-21-21