

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Personnel Specialist	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0425	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 71 Salary Schedule F
<b>REPORTS TO:</b>	Associate Superintendent	<b>BOARD APPROVAL:</b>	05-11-87
		<b>BOARD REVISION:</b>	07-30-09

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**BASIC FUNCTION:**

Coordinate and perform highly responsible and professional personnel administration duties requiring independent judgment and analysis for the smooth and efficient internal operations of Human Resource Services. Make recommendations, and provide advice to school management over interpretation and application of provisions of labor agreements; ensure district compliance with laws, policies, and labor agreements.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Collect, research, and analyze data to provide reports and information as requested. **E**

Research and compile data to respond to both in and out-of-district personnel-related requests for information, state and federal reports, grant application information, credentialing, No Child Left Behind (NCLB), etc. **E**

Responsible for the distribution of seniority lists, and responds to inquiries on same. **E**

Assist in various processes associated with the transfer procedures for certificated personnel. **E**

Assist in resolving problems of district employees concerning salary placement, service credit, benefits, and other personnel-related issues. **E**

Keep informed on laws and regulations pertaining to certification in the state, and advise employees regarding the maintenance, renewal, and upgrading of their certification. **E**

Act as the district's representative on matters related to unemployment benefits issues, including the completion of all related forms and documents and attendance at hearings if necessary. **E**

Assist in the development of personnel operational procedures, rules, and regulations. **E**

Attend Board of Education meetings when required.

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and with a major in personnel, public or business administration, or a related field, and six years of increasingly responsible personnel, labor relations, or employee compensation experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding ..... 60 Correct WPM
- Word..... 95% Overall Score
- Excel..... 95% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Sound human resources terminology, policies, practices, and procedures.
- Functions of personnel and contract interpretation.
- Legal and equitable interview and selection techniques.
- Human Resource Services policies related to certificated and classified employment.
- Methods and processes of statistical analysis and data reporting.
- Principles and techniques of recruitment and selection of personnel.
- Fair Employment and Equal Opportunity policies and regulations.

Personnel Specialist -- Continued