

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS SERIES TITLE: CLASSIFIED PERSONNEL SPECIALIST I/II

BASIC FUNCTION:

To perform complex personnel technical support functions related to the examination service of the County Office of Education; to ensure conformance with merit system law, bargaining unit agreements and the rules and regulations of the Personnel Commission.

ALTERNATE CLASS SERIES SPECIFICATIONS:

The Classified Personnel Specialist I and the Classified Personnel Specialist II serve as an alternate class series. Persons may be initially employed in either level depending on their qualifications. Persons employed in the entry-level classification may reasonably expect to be reassigned to the journey level classification upon the recommendation of the appointing authority. It is expected that a person employed as a Classified Personnel Specialist I will be prepared for reassignment to Classified Personnel Specialist II within a two-year period.

DISTINGUISHING CHARACTERISTICS:

The Classified Personnel Specialist I is the entry level of the alternate class series. Persons appointed to this classification receive training to learn the rules, policies and procedures belonging to the Personnel Commission. Persons receive general supervision and are initially assigned limited responsibilities which are expanded in size and complexity as their job knowledge increases.

The Classified Personnel Specialist II is the journey level of the alternate class series. Persons appointed to this classification demonstrate job knowledge assuring for the effective establishment, application, and implementation of the Commission's classified employee selection, examination, certification, job classification procedures and related records. Incumbents receive limited supervision and perform a wide range of complex personnel technical support functions that require considerable initiative, accuracy, attention to detail and skill in organization and computer software applications.

ESSENTIAL/TYPICAL DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

Performs complex personnel technical support functions related to recruitment, examination, transfer, job classification, wage and salary, layoff and reemployment for the classified service of the County Office of Education

Ensures conformance with merit system law and the rules and regulations of the Personnel Commission, personnel policies, regulations and bargaining unit agreements

Coordinates the preparation of appropriate written, performance, skill and oral panel interview examination test parts

Researches and determines the appropriate labor markets and advertising methods for the recruitment of specially skilled position openings

Prepares examination bulletins, describing test parts, recruitment schedules and special requirements for classified positions openings as assigned

Oversees lateral position transfer processes, announcing positions available for lateral transfer, accepting lateral transfer requests and determining employee eligibility for transfer; coordinates special lateral transfer events

Appraises applications materials as assigned, assessing individual applicant qualifications to minimum qualifications of specified job classes and identifying most qualified candidates; consults with subject matter experts as needed

Administers employment testing including test parts for written examinations, performance exercises, skill tests and bilingual/biliterate examinations

Establishes and maintains employment eligibility lists of qualified individuals within established guidelines and procedures, deleting those eligible persons hired or no longer available for work

Prepares employment eligibility lists for position openings within assigned job classes, verifying qualifying employment standards, determining scores for eligibility rankings

Prepares and distributes applicant and candidate notifications for application status, examination results and rank placement on list(s)

Interprets and explains merit system rules, personnel policies, regulations, bargaining unit requirements to hiring authorities, employees, job seekers, candidates and the general public regarding employment testing and examinations, selection procedures, classification specifications, restricted recruitments, initial salary placement and related personnel procedures and policies

Receives, records, issues and monitors Request for Certification of Eligibles for specified position openings

Participates in the development of related forms including employment applications, examinations, test parts, standardized written communications and referral procedures. Confers with hiring authorities regarding certification procedures, recruitment status, appraisal panel members, anticipated position openings and related problems and concerns

Assists job seekers in applying for appropriate positions, matching skills and experience to available positions openings

Assists with studies related to job classification, wage and salary issues and specific positions, collecting relevant employment data and preparing preliminary reports and charts

Schedules qualification appraisal interviews, secures panel members; provides an orientation to members and facilitates panel to ensure compliance with applicable regulations

Reviews requests for reasonable

accommodation; determines alternate testing options and arranges accommodations for applicants with disabilities

Researches and compiles recruitment and personnel related information for specified reports

May fingerprint employment candidates, and other persons seeking employment credentialing or licensing; operates live scan equipment; and collects appropriate fees

Performs related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

Principles of human resources management including employment law, job classification, and wage and salary administration

Modern office methods, practices, and procedures

Effective record keeping systems and procedures

Research methods, procedures and techniques

Desktop computer operations and office software applications

Proper English grammar, punctuation, and sentence structure

Ability to:

Learn, analyze, interpret and apply laws, rules, regulations, bargaining unit agreements, policies, and procedures pertaining to assigned functions

Establish and maintain accurate records in all assigned functions

Perform complex mathematical/statistical calculations with accuracy and speed

Prepare a variety of professional-quality correspondence, announcements and reports

Maintain calm and patience in stressful situations

Assist and advise employees in work reduction or position transition situations in a sensitive and confidential manner

Understand and carry out oral and written instructions

Keyboard at a rate that ensures successful job performance

Operate a variety of office equipment including desktop computer, calculator, scanner, fax machine and printer

Organize and prioritize assigned tasks

Effectively communicate orally and in writing

Maintain professionalism and confidentiality in the course of all personnel interactions and transactions

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Work independently and in a team environment with limited supervision (CPSII)

Effectively focus on multiple tasks within established timelines (CPSII)

Guide all level of staff in employment testing, position qualifications and selection processes; proper use of forms; required timelines and other pertinent situations (CPSII)

Administer employment examinations and maintain related records (CPSII)

EDUCATION, TRAINING AND EXPERIENCE:

Classified Personnel Specialist I: A combination of education, training and experience which clearly demonstrates possession of knowledge, skill and abilities detailed above. A typical qualifying background would include one year clerical/technical experience related to human resources or personnel management. Experience must include maintaining computerized records. College-level course work in human resources, public administration or a related field is highly desirable.

Classified Personnel Specialist II: A combination of education, training and experience which clearly demonstrates possession of knowledge, skill and abilities detailed above. A typical qualifying background would include three years human resources clerical/technical experience related to recruitment, selection, employment or operations. Experience must include maintaining computerized records, and interpreting and applying complex laws, rules and regulations. Experience providing technical leadership is desirable. College-level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

WORKING CONDITIONS:

Generally, duties are primarily performed in an office environment while sitting at a desk. Incumbents are subject to contact with or constant interruptions by staff, employment candidates and/or employees.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve

and store files and supplies; lifting light object.

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit

Approved by Personnel Commission: November 22, 1996; Revised Approval: June 11, 2009; December 9, 2015



Kristin Olson
Director-Classified Personnel Services

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