



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Program Specialist Certification, Data, and Records**

**Class Code: 1334  
Work Days: 225**

**GENERAL PURPOSE**

Coordinate assigned Human Resources and employee data and records activities; provide leadership on a variety of data driven projects; act as a major resource related to credentials and employee data; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Provide assistance to higher level management staff on a variety of projects: research issues; compile and analyze data; develop complex reports; make recommendations on policies and procedures; and respond to requests for information.
  3. Gather, analyze, and correct data from multiple sources to develop and authenticate complex reports used for administrative decision making and HR action.
  4. Provide general guidance on a variety of Human Resources related issues to OCDE staff.
  5. Work with all levels of Department staff to direct, assist, and explain personnel policies and procedures as related to employee records.
  6. Coordinate and facilitate certification/recertification processes for a variety of employee record needs.
  7. Provide information and support to certificated staff on credential issues; act as major resource to department staff and administration regarding credentials.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Collaborate and coordinate with Information Technology staff to analyze department needs and wants and determine enhancements for HR system and report development.
9. Maintain relationship with and act as resource to a variety of outside agencies/organizations.
10. Maintain relationship with and act as resource to units within the Department regarding policy interpretation and implementation, as well as general guidance on a variety of Human Resources related issues.
11. Attend conferences, trainings, and meetings as necessary.
12. Stay abreast of new trends and innovations in the field of Human Resources.
13. Respond to requests for information.
14. Must demonstrate attendance sufficient to complete the duties of the position as required.
15. Perform related duties similar to the above in scope and impact as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Procedures, methods, and techniques of project and workflow management and organization.
2. Services, activities, and operations of a successful Human Resources department.
3. Principles and methods of research.
4. Pertinent federal, state, and local laws, and education codes and regulations, and standards/principles.

#### **Ability and Skill to:**

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Establish and maintain effective working relationships with various constituencies.
3. Interpret and explain laws, codes, contracts, policies, and procedures.
4. Prepare clear and concise correspondence, reports, and other written materials.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

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### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in human resources, business, public administration, or related field; and four years of responsible human resources management or related experience.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.

7/08, 9/17