



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

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**Project Specialist, Human Resources**

**Class Code: 1545  
Work Days: 225**

**GENERAL PURPOSE**

Facilitate and participate in onboarding processes, conduct Human Resources activities and programs including professional development programs and candidate, college, and community relations; lead or participate in special projects and/or working groups; and provide support 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 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. Coordinate, facilitate, and/or participate in elements of professional development and other Human Resources programs and activities; develop schedules, timelines, contracts, and evaluation strategies; select and confirm sites and times.
  3. Participate in the OCDE onboarding process; coordinate and facilitate orientation sessions; maintain contact with newly hired staff to support their onboarding experience through the probationary period and support their participation in additional professional development activities.
  4. Recommend and/or implement schedules and methods for providing specialized services.
  5. Provide support to management staff on a variety of Human Resources projects; conduct research, schedule and coordinate meetings, draft reports, and monitor and report on projects to stakeholders as appropriate.
  6. Assist with the development of successful partnerships with colleges and universities; determine prospects; make targeted phone calls; participate in events; develop and distribute materials, and follow-up to answer questions and solidify relationships essential to maintaining status as an employer of choice for students and graduates.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

7. Implement OCDE employee recognition programs; develop and prepare related materials, monitor timelines, place orders, communicate with appropriate parties, and support related recognition events and activities.
8. Work with all levels of OCDE staff to direct, assist, and explain Human Resources projects and programs as needed. Respond to various inquiries, questions, and concerns.
9. Assist with coordinating activities with representatives of other departments, divisions, school districts, and outside agencies and organizations.
10. Assist the Project Manager with coordination of events, projects, and activities on behalf of Human Resources and manage special projects as assigned.
11. Represent the Administrative Services Division and its Human Resources Department at meetings; make presentations in small and large group settings.
12. Demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and function as required.

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

### **Knowledge of:**

1. Methods used to organize and promote professional development and other Human Resources programs.
2. Recent developments, current literature, and sources of information related to general human resources related topics.
3. Principles, methods, and techniques of research.
4. Principles and practices of customer service.
5. Pertinent federal, state, and local laws, codes, and regulations.

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

1. Manage multiple competing priorities efficiently and effectively.
2. Promote and market professional development and other Human Resources programs.
3. Successfully plan, organize, and direct an assigned project from start to finish.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Establish and maintain effective working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.

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**Ability and Skill to (cont.):**

9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in business administration, human resources management, public administration, or a related field; and three (3) years of responsible experience in organizing programs and activities and at least one year of experience in Human Resources.

**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 moderately paced with moderate pressure.