



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

**Class Code: 3101  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Human Resources Employment Specialist**

**GENERAL PURPOSE**

Under direction, performs a variety of specialized human resources administrative and technical responsibilities in support of the Orange County Department of Education's (OCDE) employee recruitment and selection efforts, including advertising job opportunities, coordinating interviews, and selecting the right candidate; serves as an information source to applicants and the public for employment of all categories of classified, certificated and management positions; works with all levels of management within the organization; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Human Resources Employment Specialist is a specialty classification in the human resources job family. Incumbents perform responsible technical and administrative tasks supporting the employment of classified and certificated staff in OCDE.

**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. Interact and coordinate with OCDE managers with vacant positions to evaluate position needs and agree on desired experience and characteristics needed by potential candidates; and develop and implement a recruitment/selection plan specific for each vacant position, including an advertising strategy, job postings, flyers, custom applications, screening criteria, candidate identification/correspondence/screening, and interview coordination, including developing interview questions and rating criteria.
2. Post vacant positions on application management system; prepare advertisements; and place advertisements in various electronic and print media.
3. Develop and distribute custom employment applications, supplemental forms, and questionnaires; identify candidates and evaluate minimum qualifications as established for the position; and assist hiring manager in performing additional application evaluations.
4. Coordinate and administer the employment interview process; schedule and notify candidates of interviews; organize and staff interview panels and educate panel members on the process in accordance with relevant legal standards and OCDE policies; review panel results and document applicant scores; and participate in the interview process.
5. Verify applicant references and perform reference checks; evaluate and document information provided by references; negotiate salary; and make job offers.

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6. Maintain accurate, legal, and defensible recruitment records, reports, and resources using application management systems; and prepare relevant reports.
  7. Serve as an information resource to applicants, OCDE managers and staff and the public regarding the OCDE's human resources policies, procedures, requirements, and the full range of human resources programs.
  8. Attend and participate in job fairs and other career opportunity events to promote employment with OCDE; and develop recruitment materials and brochures for distribution at these events.

#### **OTHER DUTIES**

1. Perform position classification audits; gather job data and document findings.
2. Follow-up with new employees to answer questions, provide resources, and refer to others if needed.
3. Provide career guidance to current staff; coach staff in interview skills and relationship building; provide feedback; and share promotional and transfer opportunities as appropriate.
4. Participate in the development, scheduling, and presentation of recruiting and related trainings and workshops as needed.
5. Conduct special projects as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Laws, regulations, policies, procedures, and techniques related to the recruitment, testing, selection, and employment process in OCDE.
2. OCDE's human resources database system and payroll functions.
3. Credential requirements and regulations in the State of California.
4. Research methods and analysis techniques pertinent to human resources policies, standards, and management processes.
5. Principles and practices of sound business communication.
6. Legally sound recruitment and employment recordkeeping requirements and practices.
7. OCDE labor contract provisions.

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

1. Effectively and legally carry out applicant recruitment and selection for vacant positions within OCDE.
2. Accurately utilize OCDE's application management system.
3. Define recruitment and selection issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
4. Understand, interpret, explain, and apply OCDE policies and state and federal laws and regulations applicable to OCDE human resources programs.
5. Organize, set priorities, and exercise sound independent judgment within the limits of authority.
6. Professionally represent OCDE to potential employees and job applicants.

7. Communicate clearly and effectively, both orally and in writing; prepare clear, comprehensive, and accurate recruitment materials, correspondence, reports, and other written documents.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with OCDE management, administrators, staff, applicants, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is an associate's degree in human resources, or closely related field and three (3) years of experience in human resources functions, including recruitment and selection; or an equivalent combination of training and experience. Experience in the California public education system is desirable.

**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.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

**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 administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under 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 essential functions. Employees work under typical office conditions, and the noise level is usually quiet.