



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

**Class Code: 3101
Date Adopted: July 1, 2008**

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

Human Resources Employment Specialist

GENERAL PURPOSE

Under direction, performs a variety of specialized human resources administrative and technical responsibilities in support of OCDE's employee recruitment and selection efforts; serves as an information source to applicants and the public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Interacts and coordinates with OCDE managers with vacant positions to evaluate position needs and agree on desired experience and characteristics needed by potential candidates; develops and implements 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. Posts vacant positions on EdJoin system; prepares advertisements; places advertisements in various electronic and print media.
3. Develops and distributes custom employment applications, supplemental forms, and questionnaires.
4. Identifies candidates and evaluates minimum qualifications as established for the position; assists hiring manager in performing additional application evaluations.
5. Coordinates and administers the employment interview process; schedules and notifies candidates of interviews; organizes/staffs interview panels and educates panel members on the process in accordance with relevant legal standards and OCDE policies; reviews panel results and documents applicant scores; participates in the interview process when appropriate.
6. Verifies applicant references and performs reference checks; evaluates and documents information provided by references; verifies salary; makes job offers.
7. Maintains accurate, legal, and defensible recruitment records, reports, and resources using the EdJoin application management system; prepares relevant reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Serves as an information resource to applicants, OCDE managers/staff and the public regarding the Department's human resources policies, procedures, requirements, and the full range of human resources programs.
9. Attends and participates in job fairs and other career opportunity events to promote employment with OCDE; develops recruitment materials/brochures for distribution at these events.

OTHER DUTIES

1. Performs position classification audits, as directed; gathers job data and documents findings.
2. Provides career guidance to current staff; coaches staff in interview skills and relationship building; provides feedback; and shares promotional and transfer opportunities as appropriate.
3. Participates in the development, scheduling, and presentation of recruiting and/or EdJoin related trainings and workshops as needed.
4. Conducts 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. The Department'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/employment recordkeeping requirements and practices.
7. OCDE labor contract provisions.

Ability to:

1. Effectively and legally carry out applicant recruitment and selection for vacant positions within OCDE.
2. Accurately utilize the Department's application management system.
3. Define recruitment/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 limits of authority.
6. Professionally represent the Department to potential employees and job applicants.
7. Communicate clearly and effectively, both orally and in writing.

Ability to: (cont.)

8. Prepare clear, comprehensive, and accurate recruitment materials, correspondence, reports, and other written documents.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, administrators, staff, applicants, and others encountered in the course of work.
11. 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 management, human resources, psychology, sociology, or a closely related field; and at least four years of progressively responsible experience in human resources functions, including specific experience in conducting applicant recruitment/selection; or an equivalent combination of training and experience. Experience in the California public education system is especially 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. 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 sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed and confidential work on multiple, concurrent tasks; and interact with management, staff, the public, and others 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. Employees work under typical office conditions, and the noise level is usually quiet.