



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

**Class Code: 4046
Date Adopted: July 1, 2008**

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

Program Support Specialist II – Inside the Outdoors

GENERAL PURPOSE

Under general supervision, performs a variety of complex and responsible specialized technical and administrative duties in support of OCDE's Inside the Outdoors science programs; works with Human Resources staff to coordinate the screening, interviewing, and employment processing of entry-level program staff; tracks and processes time and attendance; prepares weekly billing information for each site; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Program Support Specialist II – Inside the Outdoors is responsible for independently performing a variety of complex and responsible technical and administrative functions requiring a thorough understanding of OCDE's Inside the Outdoors science programs as well as OCDE administrative rules, policies, and procedures applicable to personnel/employment activities, payroll/timekeeping, and other related functions. Assigned work requires the use of independent judgment and the ability to work collaboratively with other OCDE staff to ensure that entry-level program positions are filled at all times with highly qualified employees.

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. Coordinates the screening and interviewing of applicants for Outdoor Science School (OSS) Lead Instructor and Instructor positions on a year-round basis; provides input to Human Resources to collaborate in the development and implementation of recruitment strategies to achieve a well-balanced, highly qualified applicant group; screens, downloads, prints, and tracks applications; fields inquiries regarding interest in employment with OSS; conducts initial screening interviews with entry-level staff, evaluates candidates and coordinates additional interviews with OSS staff as needed; recommends entry-level applicants for hiring consideration; schedules new hire orientation appointments; coordinates and tracks candidate completion of employment process steps with candidate and Human Resources staff; and maintains related records.
2. Coordinates recruitment bonus and other bonus programs for staff; tracks employee performance appraisals to ensure timely completion and merit increase determinations.
3. Receives and processes OSS time and attendance information, reviewing and verifying to ensure completeness and accuracy; posts timekeeping information on a weekly basis; researches and responds to staff questions and concerns regarding payroll; maintains a staff database; generates employment transaction forms as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. Obtains weekly reports from each camp site; verifies accurate cabin lists and student counts; logs fire drills and student departures; reviews and reconciles data from each camp, including number of children served, number of staff, number of meals served, and other information; submits information to each site owner for use in billing OCDE for camp utilization.
5. Trains and supports staff on the use of computers and business software; responds to staff computer/technology issues, coordinating repairs with Information Technology as needed; designs and develops specialized spreadsheets and databases for use by office staff and camp site personnel.

OTHER DUTIES

1. Designs flyers, certificates, award presentation, and other graphic materials; designs and creates OSS identification badges.
2. Coordinates and plans staff development and morale building events.
3. Performs a variety of administrative support duties as required.
4. Performs special projects as assigned.
5. Attends a variety of meetings, training sessions, workshops, and seminars.

QUALIFICATIONS

Knowledge of:

1. OCDE organization, rules, policies, procedures, and operating practices related to areas of responsibility.
2. General recruitment, screening and interview practices applicable to areas of assigned responsibility.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
4. Terminology, work processes and local, state, and federal requirements applicable to areas of assigned responsibility.
5. Advanced uses of word processing, spreadsheet, database, and other software to create documents and materials requiring the interpretation and manipulation of data.
6. Research techniques, methods and procedures.
7. OCDE administrative policies, procedures, and approval processes applicable to payroll and timekeeping, budget, purchasing, contracts, maintenance of public records, and other administrative processes.

Ability to:

1. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
2. Interpret, apply, explain, and reach sound decisions within established guidelines, policies and procedures.
3. Screen applicants, conduct interviews, and make recommendations regarding the employment of well qualified candidates.

Ability to: (cont.)

4. Manage multiple and rapidly changing priorities to meet the needs and expectations of program management and client school districts.
5. Make advanced uses of spreadsheet and other business software.
6. Represent the Outdoor Science program and OCDE effectively in interacting with applicants for OSS employment.
7. Compose correspondence, prepare documents, and make arrangements from brief instructions.
8. Communicate clearly and effectively, orally and in writing.
9. Prepare clear, accurate, and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Deal with sensitive and difficult situations.
12. Establish and maintain highly effective working relationships with OCDE and program management, administrators, staff, applicants, and others encountered in the course of work.
13. 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 business management or a related field; and five years of increasingly responsible office administrative experience, at least two of which provided familiarity with OCDE's Inside the Outdoors science programs; or an equivalent combination of training and experience. Experience in screening and interviewing applicants for employment is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

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 20 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 job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult scheduling and recruiting problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with OCDE and program management, administrators, staff, applicants, 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. The employee works under typical office conditions, and the noise level is usually quiet.