



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

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**Program Specialist, Human Resources**

**Class Code: 1335  
Work Days: 225**

**GENERAL PURPOSE**

Provide specialized services in support of multiple Human Resources programs and activities for OCDE; to manage the recruitment, selection and retention of OCDE employees; manage employee professional development; assist with employee relations and disciplinary decisions; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over 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 staff assistance to higher-level management staff on a variety of projects: research issues; compile and analyze data; develop reports; respond to requests for information; and make recommendations.
  3. Give general guidance on a variety of HR related issues to OCDE staff; advise hiring managers and supervisors on various policies and procedures and participate in position control.
  4. Select, train, supervise, lead, and evaluate assigned staff.
  5. Assess employee professional development needs, make program recommendations; schedule, create, prepare for, and deliver or coordinate training and professional development to OCDE staff in all employment categories and at all levels of the organization to support employees in their provision of excellent services to students, families, and districts.
  6. Using an equity-focused and inclusive approach, lead, manage, and participate in the recruitment, interviewing, testing, selection, onboarding, and placement of all employees hired by OCDE.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Work with Information Technology to maximize technology integration and usage in assigned area.
8. Maintain records pertaining to programs and activities; compile reports and statistical information.
9. Stay abreast of trends and innovations in the field of Human Resources and Education; ensure that recommendations and practices for assigned areas evolve at a pace that reflects growth and supports successful recruitment and retention.
10. Develop effective working relationships and interact successfully with all those encountered through the course of work; speak effectively in front of groups and interact successfully with school agency personnel, OCDE and other district staff, universities, local businesses, and other groups as required.
11. May assist and work with employees, supervisors, and association representatives to resolve problems and assist with employee relations, performance improvement, and disciplinary processes.
12. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
13. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
14. Plan, prioritize, assign, and review the work of staff responsible for providing services within Human Resources Unit; prepare work schedules for appropriate staff.
15. Demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties similar to the above in scope and function as required.

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

#### **Knowledge of:**

1. Current needs, policies, initiatives, and trends in public education.
2. Best practices, services, activities, and operations of a successful Human Resources department.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Pertinent federal, state, and local laws, education and health codes, regulations, and standards/principles.

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**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned area of responsibility.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Plan, organize, and direct a comprehensive recruiting program.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Demonstrate a growth mindset and strive to assess performance of assigned area; make recommendations for improvement and development when needed; and implement changes when appropriate.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. 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 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 increasingly responsible experience in human resources management.

**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.

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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.

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