



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

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 the classification and compensation program; 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; make recommendations on policies and procedures; and respond to requests for information on projects.
 3. Provide general guidance on a variety of Human Resources related issues to OCDE staff.
 4. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
 5. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 6. Plan, prioritize, assign, and review the work of staff responsible for providing services within Human Resources Unit; prepare work schedules for appropriate staff.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Advise supervisors and staff regarding various Human Resources policies, procedures, and position control.
8. Assist with employee relations and disciplinary decisions; assist managers with the writing and preparation of performance management and discipline documents to assist in the improvement of staff performance.
9. Implement progressive disciplinary procedures for employees as needed; work with supervisors, employees, and association representatives to resolve job performance problems.
10. Deliver training and professional development on HR practices to OCDE staff at all levels of the organization.
11. Manage and participate in the recruitment, interviewing, testing, selection, and placement of all employees hired by OCDE; oversee the Department's testing and recruitment programs; ensure that job announcements supplemental forms, interview questions, and all other recruiting documents and tools are compliant with OCDE, Equal Employment Opportunity, and Affirmative Action policies, guidelines, and regulations as well as pertinent state and federal labor and education codes.
12. Manage the planning, coordination, and implementation of a cohesive classification and compensation scheme for OCDE for certificated and classified positions, responsive to internal alignment, the external market, and current societal trends, which may include job analyses, and salary studies, preparing, reviewing and revising job descriptions, recommending classification actions, conducting field audits, and addressing reclassification requests.
13. Assist in the development and presentation of professional development activities and sessions as needed for OCDE to support employees in their provision of excellent services to students, families, and districts.
14. Maintain records pertaining to programs and activities; compile reports and statistical information.
15. Stay abreast of new trends and innovations in the field of Human Resources.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Current job analysis methods to support recruitment, selection, classification and compensation.

Knowledge of (cont.):

3. Current needs, policies, initiatives, and trends in public education.
4. Services, activities, and operations of a successful Human Resources department.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Pertinent federal, state, and local laws, education and health codes, regulations, and standards/principles.

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 areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Plan, organize, and direct a comprehensive recruiting, classification, and compensation 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. Prepare clear and concise correspondence, reports, and other written materials.
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 a Bachelor's degree from an accredited college or university with major course work in human resources management, industrial relations, business administration, or related field, and four years of increasingly responsible human resources leading others in recruitment, wage and salary administration, health and benefits, training and development, employment records, and/or performance 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.

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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