

New Job Description

Personnel Commission Approval: November 8, 2022

Board Approval: November 14, 2022

Personnel Services Specialist

Definition:

Under the direction of the Assistant Superintendent of Personnel, the Personnel Services Specialist will assist in planning, organizing, developing and directing a comprehensive personnel program; maintain records, compile data, and prepare complex reports; provide technical assistance and complex assistance and supervise assigned staff.

Essential Duties and Responsibilities:

1. Maintain, monitor, develop and tracks personnel data systems i.e., L.L.L., HRS, Aeries, Substitute Management System, etc.;
2. Maintain, monitor, develop, track and analyze all employment, assignments, promotions, leave of absence, transfers, retirements, and resignations of employees;
3. Provide accurate and timely reports for CALPADS related to CBEDS;
4. Monitor and track onboarding and off-boarding process;
5. Conduct data surveys and studies of personnel-related matters and requirements;
6. Develop recruitment and retention programs to ensure adequate staffing;
7. Study and recommend to the Assistant Superintendent of Personnel, personnel policies, and programs, and establish standard personnel procedures;
8. Interpret and provide information on personnel services policies, rules, and regulations to administrators and employees;
9. Work in coordination with the business department with salary schedules and all employee benefits;
10. Supervise and evaluate employees;
11. Develop and maintain essential personnel records for all district employees;
12. Perform other duties as assigned.

Required Qualifications:

1. High School Diploma and some college credit;
2. A minimum of 5 years' experience in a public school setting.

Preferred Qualifications:

1. Bachelor's degree from an accredited university
2. 3-5 years' experience in a personnel department
3. Bilingual Preferred

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

November 2022

Knowledge of:

1. Principles, practices, and procedures related to personnel services matters and requirements;
2. County and State programs related to personnel services;
3. Verbal and written language skills to prepare complex reports (J90, CBEDS, Assignment Monitoring, etc.);
4. Software programs including but not limited to Office, Google, etc;
5. Human relations skills to communicate technical concepts to others often in formal presentation settings, conduct training, and build effective teams.

Ability to:

1. Carry out the objectives and duties of the position;
2. Analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the District;
3. Gather and analyze data and develop conclusions and recommendations;
4. Plan, organize, and prioritize complex and technical work processes in a high-volume environment to meet schedules and timelines;
5. Train and support personnel staff with complex personnel services programs;
6. Communicate technical information and interact with administrators, District staff, and outside agency representatives.

The recommendation is to place this position on Range 189X of the Classified Management Schedule, \$6,326.42 - \$7,691.39 per month, 12 months per year (\$75,917.04 - \$92,296.68 annual)