

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-3504**

**JOB TITLE:** Personnel Specialist  
**WORK YEAR:** 260-day

**JOB DESCRIPTION:** To assist the Director of Personnel to plan, organize, coordinate, monitor, and participate in the support related to the assigned responsibilities of the Personnel Department. Serves as secretary to the District's chief negotiator by performing highly responsible and confidential secretarial and clerical work. Employees in this job classification receive limited supervision within a broad framework of policies and procedures. This job class exercises responsibility, initiative, and the ability to work effectively under strict time constraints as well as effective communication skills. This position requires clear, concise, and professional communication with the public, employees, and various agencies. Employees in this class must demonstrate initiative, tact, patience, good judgment, and confidentiality.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)

**ESSENTIAL JOB TASKS:**

- Processes administrative details not requiring immediate attention of the Director of Personnel.
- Assists/prepares data for collective bargaining processes.
- Establishes and maintains confidential records as required
- Ensures processing of appropriate pay notices for all employees.
- Acts as information source regarding the proper interpretation of District personnel policies, procedures and laws.
- Provides and maintains worker's compensation records for all district staff.
- Composes and produces letters, memos, bulletins and reports, including materials of a confidential nature, from rough drafts or verbal instructions.
- Receives and interviews callers and distributes information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary.
- Collects and compiles information pertaining to related administrative activities and prepares drafts of reports.

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- Advertises position vacancies, arranges for interviews and provides notification to candidates.
- Processes Onboarding for New Hires and random drug testing
- Prepares personnel reports requiring Board action.
- Maintains professional growth files
- Responsible for special projects as assigned.

### Qualifications:

1. Knowledge of:
  - \*Effective oral and written communication techniques.
  - \*Computers and applications
  
  - \*Office procedures and practices, including filing systems, receptionist and telephone techniques.
  - \*Precision data collection and record keeping
  - \*Personnel operations practices and procedures
  - \*Policies, rules, and regulations of the district
2. Ability to:
  - \*Maintain cooperative and harmonious relationships with the public, administration, and site staff
  - \*Follow oral and written directions.
  - \*Communicate and relate with others in an effective and sensitive manner, both orally and in writing.
  - \*Read, write, and speak correct English.
  - \*Initiate good conceptual ideas with practical applications
  - \*Perform difficult and responsible secretarial and clerical work with speed and accuracy.
  - \*Display great flexibility to a constantly changing environment
  - \*Work independently, and function under pressure and time constraints.

### EDUCATION AND EXPERIENCE

Four (4) years of increasingly responsible executive secretarial experience, with at least one year of responsible experience within the school system environment.

High school diploma or equivalent

Valid First Aid and CPR Certification desirable.

Type at a speed of 50 words per minute accurately

**SALARY:**

Placement on the Confidential Salary Schedule

260 Days per year

Range 25

Board Approval Date: **02/01/2022**

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**