

TITLE: EMPLOYMENT SPECIALIST

- QUALIFICATIONS:**
1. Knowledge and experience in organization and management of personnel/employment office operations and functions
 2. Knowledge of rules, regulations, laws and processes related to classified and certificated employment; specific knowledge of Immigration and Naturalization Service work authorization requirements and Department of Justice fingerprinting regulations
 3. Demonstrated ability to interact with all levels of school staff and community in positive and effective manner
 4. Knowledge of modern office practices and procedures; ability to operate common office equipment including computer and word processing equipment
 5. Ability to follow oral and written directions; ability to use independent judgment; ability to supervise and evaluate the work of others
 6. Ability to plan and supervise complex clerical operations requiring effective accountability and controls
 7. Ability to make accurate computations and prepare statistical documentation
 8. Must pass required tests

REPORTS TO: Personnel administrator as assigned

JOB GOAL: To assist in staffing the district to the greatest benefit of children by overseeing the daily employment operations of Personnel Services

PERFORMANCE RESPONSIBILITIES:

1. Oversees day-to-day operations related to employment function of department; trains and supervises work of staff as assigned
2. Conducts transactions with staff and public requiring detailed knowledge of employment policies, procedures and terminology
3. Answers inquiries and provides information of specialized and/or confidential nature requiring use of discretion and independent judgment in interpreting and explaining employment laws, rules, regulations and procedures
4. Assumes responsibility for compliance with Immigration and Naturalization Service regulations regarding employment; organizes and maintains files and prepares reports as required
5. Receives and distributes criminal history records and related information from Department of Justice; establishes effective working relationship with DOJ staff and maintains current knowledge of regulations; keeps related records as required
6. Assists management staff in employment processes and in development of materials for screening and selection of candidates consistent with applicable state and federal laws and regulations, Board policies and District procedures
7. Develops systems to ensure accountability and controls; develops and maintains system of files and records
8. Prepares and/or supervises preparation of employment materials including job opportunity bulletins, screening and interviewing instruments, miscellaneous reports, etc.; schedules and/or supervises scheduling of application screening and interviewing
9. Conducts interviews and makes recommendations for employment
10. Serves as department representative at employment related functions as assigned

11. Provides support as needed in absence of Personnel Assistants; assists Personnel administrators/assistants in other areas as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule; confidential salary schedule, class 8

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

11/02