



STOCKTON UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES OPERATIONS SPECIALIST

TITLE:	Human Resources Operations Specialist	REPORTS TO:	Human Resources Operations Manager and/or designee
DEPARTMENT:	Human Resources	CLASSIFICATION:	Confidential
FLSA CLASSIFICATION:	Exempt	WORK YEAR/HOURS:	12 months
BOARD APPROVED:	TBD	SALARY RANGE:	Tier 4, Range L

DEFINITION

The Human Resources Operations Specialist performs advanced specialized and technical personnel work related to the District’s Human Resources Department. The incumbent in this position is an advanced technical specialist assigned to the Operations unit of Human Resources to develop, coordinate, and administer various personnel operations functions, including maintenance of effective communications systems, data processing systems, lead the processing of employee records, payroll, and other related transactions; and training of staff while ensuring compliant, timely, and accurate reporting.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Operations Manager or designee and/or the Assistant Superintendent of Human Resources. Exercises lead direction and technical supervision over HR Operations staff.

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 this classification but is intended to accurately reflect the principal job elements.)

Provides lead direction to HR Operations staff who review, verify, and process a variety of personnel transactions. **(E)**

Gathers, processes, and maintains specialized and complex information related to Human Resources Operations. **(E)**

Serves as a technical liaison between Human Resources, Payroll, and other District departments related to HR operations matters. **(E)**

Provides lead direction in responding to leave of absence and payroll-related questions from sites and staff. **(E)**

Provides lead direction and assists staff with reviewing Collective Bargaining Agreements and District policy documents to verify required updates. **(E)**



STOCKTON UNIFIED SCHOOL DISTRICT

Plans and facilitates group meetings/trainings, develops agendas, communicates process changes and/or new procedures. *(E)*

Provides general administrative support for various Human Resources internal activities; coordinates and/or assists with special projects. *(E)*

Assists with the development, updating, and implementation of HR policies and procedures; communicates policy changes and updates to HR Operations staff and provides training sessions as needed; identify training needs and coordinates professional development opportunities for staff. *(E)*

Supports the implementation of employee development programs and succession planning initiatives; maintains accurate and up-to-date employee records and HR database *(E)*

Generate and analyze HR reports for auditing purposes and assist with CalPERS buyback requests.*(E)*

Ensure compliance with laws, codes, regulations, and standards related to employee attendance, and benefit processing; interpret and develop new procedures as needed to comply with the California Education Code, multiple bargaining unit agreements, District policies, Public Employees Retirement System (PERS), State Teachers Retirement System (STRS), and federal and state regulations. Prepares vacation and compensatory time payout batches; assist with processing leave batches for all employees. *(E)*

Assist in coordinating and scheduling periodic meetings with applicable departments such as HR, Payroll, Accounting, Business, and bargaining unit leadership to ensure ongoing discussions related to operations. Attend all Catastrophic Leave Bank (CAT) meetings and provide catastrophic leave balances as requested by bargaining unit leadership. *(E)*.

Assist with processing subpoena requests for employee records and provide backup assistance as the custodian of records. Oversee the maintenance, accuracy, and integrity of all employee records. *(E)*

Perform other related duties assigned.

QUALIFICATIONS:

Knowledge of:

- Data processing and word processing
- Principles and practices of supervision
- English usage, grammar, punctuation, and composition
- Automated personnel-payroll computer system
- STRS/PERS rules and regulations



STOCKTON UNIFIED SCHOOL DISTRICT

Ability to:

- Maintain confidentiality and professionalism while dealing with sensitive employee information and situations.
- Organize, prioritize and plan ahead
- Effectively operate a personal computer for the purpose of database management, data retrieval, and word/excel sheet processing
- Effectively communicate orally and in writing
- Demonstrate positive personnel interaction and people skills

Experience and Education:

Any combination of education, training, and experience equivalent to graduation from high school and five (5) years of progressively responsible personnel/payroll experience in a large organization or degree/certificates in human resources, business administration, public administration or a related field.

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders, and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs. at waist height for short distances.