CLASS TITLE: PERSONNEL COMMISSION SPECIALIST

BASIC FUNCTION:
Under the direction of the Executive Director – Personnel Commission Services or assigned Administrator, performs a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification, and compensation of County Office classified employees under Merit System guidelines; serves as a technical resource to County Office personnel commission services, applicants and the public regarding personnel functions for classified recruitment; provide administrative support to the Executive Director or assigned Administrator and the Personnel Commission.

DISTINGUISHING CHARACTERISTICS:
The Personnel Commission Specialist serves to provide administrative support to the Personnel Commission Office; the Personnel Commission Specialist provides support to, and is often provided work guidance by, the Personnel Commission Analyst.

ESSENTIAL FUNCTIONS:
Performs a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification and compensation of classified personnel; provides administrative support to relieve the Personnel Commission administrator of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications and information; assures smooth and efficient office operations and assures related functions comply with established laws, rules, regulations, policies and procedures.

Serves as a technical resource to County Office personnel, applicants and the public regarding personnel functions in classified employment; respond to inquiries and provide technical information concerning recruitment processes, policies, procedures, and Merit System Rules and Regulations and appropriate laws, rules and regulations.

Provides administrative support to the Executive Director or assigned Administrator; respond to inquiries and provides assistance to staff, and the public; maintains appointments, schedules and calendars and schedules meetings as assigned; answers telephone calls and provides information and assistance to callers, visitors, staff and the public; coordinates travel arrangements and hotel reservations as necessary; processes reimbursement claims; reserves facilities and equipment for meetings and other events as needed.

Receives, screens and evaluates applications for minimum qualifications to determine eligibility; prepares and distributes acceptance and rejections notifications to applicants as appropriate.

Coordinates and schedules interview panels to determine eligibility of candidates as assigned; analyzes and accepts or rejects job applicants according to requirements established within class specifications.

Drafts, prepares, reviews, edits and revises job postings and recruitment announcements regarding vacant classified positions in accordance with Merit System Rules & Regulations and collective bargaining agreements; schedules and proctors written examinations, and oral examinations as requested; explains candidate application, qualification and examination requirements; notifies candidates of examination dates; tabulates scores and notifies candidates of examination results and selection decisions; assists in the preparation and maintenance of eligibility lists and the certification process.
Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested; assures accuracy of input and output data.

Prepares, assembles and distributes agenda packets for monthly Personnel Commission meetings; attends meetings and serves as recording secretary in a prescribed manner; prepares and distributes minutes; maintains account of Personnel Commission activities; and assists in the preparation of the annual report.

Assists with salary surveys and classification and compensation reviews; prepares recommendations regarding job titles and salary placement; prepares and updates job descriptions as assigned.

Conducts employment onboarding for new and promotional classified appointments; explains, collects, distributes and processes various employment forms and applications; prepares materials, documents and forms to process new hire and promotional appointments and distributes applicable employment information to payroll and other departments.

Assists in the recruitment and onboarding of substitutes including limited term and provisional employees to cover employee absences or for short-term needs; processes new hire substitute, limited term and provisional employee applications

Performs a variety of clerical accounting duties as assigned; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; maintains financial and statistical records and files.

Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; prepares, processes and codes purchase orders and invoices as assigned; arranges for billings and payments as directed.

Operates a variety of standard office equipment including computer, copier, scanner and assigned software, including updating department website.

Attends and participates in a variety of meetings and in-services as assigned; attends job fairs and other recruitment activities as assigned.

Communicates with personnel, outside agencies and the public to exchange information; coordinates activities and resolve issues or concerns in a timely manner.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Human resources office functions, practices and procedures.
Practices and procedures related to classified personnel.
Principles, techniques, tools, procedures and terminology involved in the administration of employee examinations, recruitment, screening, selection and classification and compensation.
Applicable laws, codes, rules, regulations, policies and procedures including Merit System rules.
Operations, policies and objectives relating to the human resources activities.

Personnel Commission Approval: 3/8/2023
San Mateo County Office of Education
County Office occupations and their requirements.
Record-keeping and report preparation techniques.
Methods, procedures and terminology used in clerical accounting work.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Organizational operations, policies and objectives.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of office equipment including computer and assigned software.
Technical aspects of field of specialty.

ABILITY TO:
Perform a variety of specialized duties in employment examination, recruitment, screening, selection and classification and compensation.
Perform a variety of complex administrative support duties to relieve the Executive Director of administrative and clerical detail.
Serve as a technical resource to employees regarding Merit System rules, personnel functions, activities and requirements.
Learn key concepts related to occupational exam development, and current recruitment strategies
Perform a variety of clerical accounting duties in support of the department.
Establish and maintain manual and automated employee records and files.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile and verify data and prepare reports.
Prepare announcements for job openings and place advertisements.
Draft, review, edit and revise with accuracy and in accordance with conventional writing standards, a variety of written documents and/or correspondences.
Distribute, screen and process employment applications and other personnel-related documents.
Resolve personnel-related issues and concerns with discretion and confidentiality.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and time lines.
Keyboard or input at an acceptable rate of speed.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination of education and/or experience equivalent to: An associate degree in a related field and two years of human resources experience involving recruitment and/or classification functions preferably in a public personnel office. A bachelor’s degree in personnel administration, public administration, psychology, or a closely related field is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.