

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PERSONNEL COMMISSION SPECIALIST

BASIC FUNCTION:

Under the direction of 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.

ESSENTIAL FUNCTIONS:

Performs a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification and compensation of classified personnel; resolves personnel related issues and concerns in an appropriate and timely manner.

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; schedules appointments; answers telephone calls and provides information and assistance to callers, visitors, staff and the public; schedules meetings, appointments, conferences, and travel.

Plans, develops and schedules recruitment strategies, processes and activities in response to position vacancies; works with administrators to establish time lines and develops testing activities; prepare and distributes position announcements and places advertisements in various media.

Collaborates with County Office managers for the purpose of developing and preparing pre-employment exams, providing technical oral interview questions, developing job postings, etc.

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.

Reviews, constructs and/or revises examinations including written, oral and performance tests; schedules and proctors written examinations; coordinates panelist selection; explains candidate

requirements, rating sheets, and interview questions to panelists; notifies candidates of examination dates; scores and notifies candidates of examination results and selection decisions; prepares, administers and maintains eligibility lists; develops and monitors the certification process.

Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new recruitment or examination administration programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.

Prepares, maintains and updates a variety of records, reports, correspondence, files, special projects, and other related materials as assigned.

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.

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.

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 human resources activities.

County Office occupations and their requirements.

Record-keeping and report preparation techniques.

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 the examination, recruitment, screening, selection and classification and compensation.
Serve as a technical resource to employees regarding Merit System rules, personnel functions, activities and requirements.
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.
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:

An associate degree or related field and four years of human resources experience involving recruitment and/or classification functions preferably in a public personnel office. Bachelor's degree in personnel administration, public administration, business administration, psychology, or a closely related field 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.

Approved by Personnel Commission:

***Revised:* February 10, 2021**

October 18, 2020

San Mateo County Office of Education