

Job Description
San Ramon Valley Unified School District

Human Resources Specialist

Purpose Statement

The Human Resources Specialist position supports the effective delivery of human resource services by developing, administering and maintaining complex processes for the District. This role provides operational support to department staff; coordinates recruitment and hiring activities; manages employee leaves of absences; provides information and support to applicants and employees; maintains accurate records; and completes assigned projects and tasks.

This job reports to the Assigned Supervisor.

Essential Functions

- Analyzes employment history, personnel records, Board policy, Education Code and collective bargaining agreements to determine eligibility for employment actions (e.g. salary placement, leaves of absence).
- Administers and supports employee leave of absence processes (e.g., FMLA, CFRA, PDL, State Disability Insurance [SDI], and vendor-managed leaves such as Standard Insurance), including determining eligibility, tracking and reconciling leave usage, monitoring return-to-work dates, coordinating and documenting work restrictions, responding to employee and supervisor inquiries, for the purpose of ensuring compliance with applicable federal and state laws, Board policies, and District regulations, and that employees are informed of their leave rights and responsibilities.
- Attends workshops, meetings, and seminars to maintain current knowledge of applicable laws, policies, and human resources standards.
- Coordinates and supports the full-cycle recruitment process for all employee groups including job postings, application screening, interview scheduling, job fairs, candidate communication and guidance to administrators on hiring procedures and requirements.
- Compiles data from a variety of sources (e.g. applicants, employees, outside agencies, etc.) for the purpose of ensuring compliance and supporting operational needs.
- Creates and maintains a variety of employment records and materials (e.g., applicant files, personnel records, duty year calendars) by utilizing multiple computer based systems for data entry and recordkeeping, for the purpose of ensuring accuracy of employment actions (e.g., compensation, leave status, position eligibility, personnel records), supporting personnel decisions (e.g., salary placement, employment history, etc.), and ensuring compliance with Board policies, Education Code, and state and federal regulations.
- Generates accurate reports and documentation (e.g., staffing, leaves, compensation surveys, Reasonable Assurance letters, Board agenda items, class-size overages, etc.) for human resources operations and district leadership.

- Implements independent, technical, confidential, and complex human resources processes for the purpose of ensuring accuracy, timeliness, and compliance with all District, state and federal regulations.
- Interprets collective bargaining agreements and Board policies and provides clarification to employees, site administrators, and office staff.
- Manages a variety of calculations and procedures regarding leaves of absence and position control for the purpose of ensuring accuracy and historical documentation.
- Manages all aspects of the onboarding and employment processes (e.g. notifications, orientation, salary placement, credential verification, data entry, etc.) for new and current employees, ensuring compliance with applicable regulations, collective bargaining agreements and district policies.
- Presents procedural updates, employment guidelines, and human resources policies to staff, administrators, and new hires to ensure consistent communication and implementation.
- Processes documents and materials (e.g. applications, changes in employment status, payroll changes, discrepancies, etc.) for the purpose of disseminating information to appropriate parties.
- Provides information and support to site administrators and office staff for the purpose of sharing information, providing clarification, and assisting in resolution of issues and concerns.
- Researches Education Code, leave laws, certification regulations, and human resources best practices to guide district compliance with state and federal laws.
- Responds to written and verbal inquiries from internal and external stakeholders, including employees, administrators, outside agencies, and benefit carriers, to provide information, guidance, and support.

Other Functions

- Performs other related duties as assigned to ensure the efficient and effective functioning of the Human Resources department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; planning and managing projects; operating standard office equipment; maintaining high attention to detail; organizing and managing a high volume of work during April-October; multi-tasking and prioritizing work during periods of high demand.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Board

Policies; CSEA II & CSEA III/SRVUSD Bargaining Agreement and subsequent MOUs, SEIU/SRVUSD Bargaining Agreement and subsequent MOUs, SRVEA/SRVUSD Bargaining Agreement and subsequent MOUs, SRVUSD Policies, Certificated HR Department Practices, Education Code components, FMLA/CFRA/PDL/SDI regulations; FTE/Allocations for sites, and Position Control; business telephone etiquette; codes/laws/rules/regulations/policies; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; understanding and synthesizing detailed information; adapting to changing priorities; working with frequent interruptions; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; organizing tasks; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under minimal temperature variations.

Experience: Four years of clerical experience including one year in an educational environment.

Education (Minimum): High School Diploma or equivalent. College level coursework preferred.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintain Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

June 16, 2026

Salary Grade

Range 23