

PRINCIPAL HUMAN RESOURCES SPECIALIST

DEFINITION

Plans, organizes, supervises and participates in the development, administration, and analysis of any combination of position classification and compensation, human resources assessment or recruitment procedures, staff development, or new employee onboarding.

TYPICAL DUTIES

- Supervises, trains and evaluates a staff of professionals and support personnel assigned to conduct classification and compensation studies and/or develop and administer staff development, selection and recruitment projects and coordinates work team assignments.
- Develops and implements procedures designed to effectively conduct classification and compensation studies, District-wide training needs assessments and evaluation processes for staff development, expedite and ensure the delivery of qualified eligible candidates for employment, and/or new employee onboarding.
- Represents the Personnel Commission, Human Resources Division, or the District before professional and public audiences.
- Approves final copies of human resources-related documents.
- Participates in cooperative classification or staff development efforts with other employers and associations.
- Apply and explain State and Federal employment-related laws, labor agreements, guidelines, and regulations, Personnel Commission Rules, and operating procedures.
- Consults with recognized subject matter experts to develop and refine human resources strategies.
- Supervises classification and compensation studies and/or of research designed to increase the reliability, validity, fairness and effectiveness of assessment, staff development, recruitment procedures or new employee onboarding.
- Supervises and monitors activities related to the computerization of human resources functions, such as salary surveys, performance management, web page management, talent acquisition, applicant tracking, test question banking, test administration, scoring, electronic eligible lists and statistical analysis; and other related programs.
- Provides technical supervision and training to the work performed in other offices.
- Participates in the recruitment, selection, training and work assignment of Human Resources Specialists, Interns, and Proctors.
- Uses technology to effect efficiencies and standardization.
- Delivers presentations to administrators, employees, Board Committees and other groups on issues related to specific areas of human resources.
- May serve on District committees and coordinate resources within the Personnel Commission or Human Resources Division.
- May act for higher level personnel in case of absence.
- May perform special studies and investigations regarding employment selection and/or position classification procedures.
- May bar applicants for cause from employment and/or employment selection processes after consultation with higher level personnel.
- May set passing scores on tests.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Principal Human Resources Specialist plans, supervises and directs the activities of a professional staff and support personnel engaged in classification and compensation, assessment and recruitment activities, staff development, or new employee onboarding.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and selection, compensation, employee relations, appeals, training, and the formulation, development, and interpretation of human resources rules, policies and procedures; and supervises a small staff of technical employees or a small staff of technical and clerical employees.

SUPERVISION

General supervision is received from a Personnel Manager; Assistant Director, Personnel; or Deputy Personnel Director. Supervision is exercised over a professional staff, Human Resources Interns and/or clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Merit principles of public human resources selection
- Effective supervisory and training principles and techniques
- Human resources assessment practices and principles including classification and compensation, employment assessment planning and test development, and the investigation of appeals of selection processes
- Human resources research methods, test validation strategies and job analysis methodology
- Statistical analysis methods
- A broad range of selection methods including assessment centers and performance testing
- Professional and legal guidelines and regulations on employee selection procedures
- Related computerized systems and procedures
- Recruitment practices and methods
- Principles of staff development; adult learning theory; and needs assessment methodology
- Laws, processes, and procedures pertaining to new employee onboarding

Ability to:

- Use computers with Microsoft operating systems and word processing, data base, and spreadsheet software and applicant management systems
- Research and disseminate information using the internet
- Effectively utilize contemporary methods for talent acquisition and management purposes
- Supervise, train, evaluate and motivate individual employees and work teams
- Ensure the delivery of work products of subordinate staff in an expeditious manner
- Apply proven contemporary theory and techniques to recruitment, selection, classification/compensation and staff development activities
- Exercise tact, judgment, and sensitivity in meeting and explaining procedures to others at all levels
- Work effectively with District administrators, employees, the public, and representatives from professional and community groups
- Implement and evaluate customer services practices
- Communicate clearly, concisely, and persuasively in writing and orally

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree preferably with a major in the behavioral sciences.

Experience:

Five years of professional level technical human resources experience that includes the development and analysis of a wide range of public human resources activities such as classification, compensation, selection, recruitment, or staff development procedures. A master's degree in one of the behavioral sciences may be substituted for up to two years of the required experience. Two years of supervisory experience that included overseeing professional staff is preferable.

Special:

A valid California driver license and the availability of private transportation or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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