

PRINCIPAL HUMAN RESOURCES SPECIALIST

DEFINITION

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

TYPICAL DUTIES

Supervises, trains and evaluates a staff of professionals assigned to conduct classification 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 studies, Districtwide training needs assessments and evaluation processes for staff development, and/or expedite and ensure the delivery of qualified eligible candidates for employment.

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, guidelines, and regulations, Personnel Commission Rules, and operating procedures.

Consults with recognized subject matter experts to develop and refine human resources strategies.

Supervises the conduct of classification and compensation studies and/or of research designed to increase the reliability, validity, fairness and effectiveness of assessment, staff development, or recruitment procedures.

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 Resource 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.

May act for higher level personnel in case of absence.

May perform special studies and investigations regarding employment selection 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 engaged in classification, assessment and recruitment activities, or staff development.

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 an Assistant Director, Personnel or Deputy Personnel Director. Supervision is exercised over a professional staff, Human Resource 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, 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

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.
Use of an automobile.

SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
12-12-12
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