



**HUMAN RESOURCES SPECIALIST**  
**Salary Range: \$4,700 - \$6,298 monthly**

**DEFINITION**

Under general supervision, performs a variety of complex technical, clerical and administrative activities in assigned areas, such as recruitment and selection, employee insurance and benefit programs, human resources information system functions, and employee relations; prepares, processes and maintains confidential employee records and data; ensures that the District is in compliance with current laws and regulations related to human resources, and performs related duties as assigned.

**CLASS CHARACTERISTICS**

This is a paraprofessional classification responsible for performing a full range of duties and responsibilities with minimal supervision and instruction and a high degree of confidentiality. As a “confidential employee”, this position would be in the Management, Supervisory and Confidential Employees Unit. Incumbents are required to attain knowledge of District policies and procedures, possess good problem solving and organizational skills and the ability to exercise sound judgment within established guidelines. Position acts as part of the safety unit and works with Operations safety unit personnel.

**CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Finance & Business Services
Lead direction over:	None
MOU :	Management, Supervisory & Confidential; non-exempt

**ESSENTIAL DUTIES (Duties may include, but are not limited to, the following)**

Performs complex technical, clerical, and administrative duties in support of the District’s human resources program in areas such as recruitment and selection, employee insurance and benefits, workers’ compensation and safety, payroll and personnel action processing.

Maintains various record keeping systems and prepares technical reports; independently completes special projects and assignments of a technical nature.

Serves as a resource and provides information to the public, other agencies and District staff; interprets a variety of policies, rules and regulations.

Assists in researching and assembling information for classification and compensation studies; conducts and responds to salary and benefit surveys.

Performs a variety of general office support duties; composes, types and proofreads letters and other documents; maintains automated and manual files and records; answers telephone and in-person inquiries; prepares periodic and special reports; provides back-up Customer Service Representative and Accounting Clerk support as needed.

May assist in the planning and coordination of the District-wide employee training program.

Assists in the planning and coordination of the District's recruitment and selection processes; consults with department personnel to develop recruitment strategies and selection procedures for more routine recruitments; prepares job announcements and advertisements; coordinates testing processes.

Coordinates the dispersal of information to applicants regarding job openings, the application process, acts as primary administrator of the applicant tracking system.

Monitors advertising costs and other recruitment related expenses; establishes purchase orders as needed and submits invoices for payment.

Responds to unemployment claims in a timely and accurate manner; ensures that claims are processed for payment within deadlines.

Provides information on employee benefits to employees; initiates and distributes COBRA notices, maintains related documentation; updates and maintains confidential employee records and files.

Provides information on PERS retirement and health benefits to employees.

Consults with benefit plan administrators regarding program and on-going administration issues; audits, reconciles and approves invoices for payment; researches, analyzes and interprets payroll data regarding benefit enrollments.

Assists with administering workers' compensation plans; processes workers' compensation claims, verifies claim information with District staff, and files claims with the third-party administrator.

Verifies payroll action documents related to various employee status changes for accuracy and compliance with applicable policies and procedures and inputs data into the automated human resources system.

Coordinates new employee paperwork; processes and schedules new employee orientation and coordinates the assembly of orientation materials.

Provides other related duties as required.

## **QUALIFICATIONS**

### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Principles and practices of human resources administration, such as recruitment, workers' compensation, HRIS and insurance and benefit administration;
- Laws, rules and ordinances controlling District financial functions and operations; including some familiarity with Government Accounting Standards Board standards, practices and policies, rules and regulatory reporting requirements and some knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to public sector financial management.
- Use of Microsoft Office programs such as Word, and Excel, Outlook and data base software at an intermediate to advanced level;
- Principles and techniques of customer service, work coordination and training;
- Basic business principles and practices including planning, organizing, assigning and reviewing work and employee training;
- Principles and practices of written communication, English grammar, punctuation and writing.

### **ABILITY TO:**

- Assist , plan, coordinate and perform professional human resources work related to the maintenance and development of District procedures;
- Perform technical computations, review and analyze data in order to maintain accurate records;
- Read, interpret and apply policies and procedures;
- Ability to communicate effectively both orally and in writing;
- Type, word process, use adding machines, and enter data at an acceptable rate of speed;
- Use standard office software and learn to use proprietary computer and related programs;
- Establish and maintain effective working relationships with coworkers, supervisors, customers and others encountered in the course of business.
- Ability to drive or fly to attend job related training and seminars.

### **PHYSICAL AND SENSORY REQUIREMENTS:**

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.

### **TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** Equivalent to graduation from high school. A degree or some college in a related field preferred.

**EXPERIENCE:** Two or more years' of increasingly responsible human resources experience.

***CERTIFICATIONS, LICENSES, AND REGISTRATIONS:***

A valid California class C driver's license must be maintained at all times.

**APPLICATION REQUIREMENTS**

A letter of interest, a District application form and a copy of your resume are required. Applications must be submitted prior to the closing date.

**CLOSING DATE:**

Friday, March 24<sup>th</sup>, 2017 at 5:00 P.M. your letter of interest, District application and resume must be received for consideration.

**Address to:**

District Secretary  
San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006

# APPLICATION FOR EMPLOYMENT



**SAN LORENZO VALLEY WATER DISTRICT**  
**13060 HIGHWAY 9, BOULDER CREEK CA 95006-9119**  
**PHONE:(831)430-4636 FAX:(831)338-7986 WWW.SLVWD.COM**

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, creed, sex, national origin, marital status, age, physical or mental disability, medical condition or sexual orientation.

**(PLEASE PRINT OR TYPE)**

Title of Position Applied For:	Date of Application:
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**PERSONAL INFORMATION:**

Last Name:	First Name:	Middle Name:		
Address:	Street:	City:	State:	Zip:
Telephone Number(s):	Day:	Evening:	Messages:	

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1) Do you need reasonable accommodations to take an interview or written test? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Are you a US Citizen or are you legally authorized to work in the US?       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) If employed and you are under age 18, can you furnish a work permit?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) May we contact your present employer?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) May we contact your former employers?                                       | <input type="checkbox"/> | <input type="checkbox"/> |

# EDUCATION AND TRAINING

Did you graduate from High School? If not, do you possess a GED or equivalent? If not enter grade completed:

YES  NO

YES  NO

LIST BELOW UNIVERSITY OR COLLEGE NAME AND LOCATION, BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS: *(List most recent first.)*

NAME/LOCATION	COURSE OF STUDY	UNITS COMPLETED	DIPLOMA/DEGREE OR CERTIFICATE

LIST BELOW ANY LICENSES AND CERTIFICATES OF PROFESSIONAL OR VOCATIONAL COMPETENCE, OR MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS: *(You may exclude memberships which would reveal race, color, religion, creed, sex, national origin, marital status, age, physical or mental disability, medical condition or understand that I am required to abide by all rules*


SUMMARIZE BELOW SPECIAL JOB RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE:


Have you ever had any training in the US military which is related to the job for which you are applying?

If yes, please describe:

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# EMPLOYMENT HISTORY

Describe your work experience in detail, beginning with your current or most recent job. Use a separate block to describe each position. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as on the application. Resumes are acceptable for the description of duties and responsibilities only. All other information in this section must be completed.

Name of Present or Last Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

Name of Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

Name of Employer: _____		
Address: _____	Phone Number: _____	
Job Title: _____	Supervisor's Name: _____	
From: _____ Month Day Year	To: _____ Month Day Year	Hours Per Week: _____
Duties/Responsibilities: _____		
Reason For Leaving: _____		

# REFERENCES

Please list at least three references of individuals who have knowledge of your work experience: *(do not include relatives)*

NAME	ADDRESS	PHONE NUMBER

# APPLICANT'S STATEMENT

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. If requested, I can and will supply documentation which will confirm the entries made on this application are true and correct. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and hereby acknowledge that any employment relationship with the San Lorenzo Valley Water District is "employment at will", which means that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this "employment at will" relationship can not be changed verbally or in writing, unless such change is specifically authorized in writing by the District Manager of the San Lorenzo Valley Water District. I also understand that this application is not a contract of employment. I also understand that I am required to abide by all rules and regulations of the San Lorenzo Valley Water District.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date