



February 2026
FLSA: Non-Exempt
Non-Safety

HUMAN RESOURCES SPECIALIST

DEFINITION

Under the general direction of the Human Resources Director, the Human Resources Specialist performs complex and responsible technical human resources functions independently with minimal supervision. This specialist supports the Human Resources division by administering key programs including workers' compensation, recruitment, benefits administration, and labor law compliance. The position functions as an essential staff assistant, providing expertise and coordination for specialized HR activities without direct supervisory or policy formulation authority. The Human Resources Specialist also provides support during labor negotiations, including analyzing Memoranda of Understanding (MOUs), to assist in negotiation strategies and ensure district compliance. The Human Resources Specialist may represent the Human Resources Director as needed, acting as a proxy or official representative to support district leadership continuity and organizational flexibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for performing complex work in the field of human resources. Positions in the classification rely on experience and judgment to perform assigned duties, exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinate workers' compensation claims processing and administration, including coordination with third-party administrators.
- Analyze trends in work-related injuries to identify opportunities for risk reduction and process improvements.
- Administer recruitment processes, analyze recruitment efforts, and research new recruitment opportunities to enhance staffing effectiveness.
- Manage employee benefits programs, including researching, recommending, and implementing new offerings such as flexible spending accounts and 529 college savings plans.
- Participate in the development and implementation of human resources policies related to recruitment, benefits, and employee relations.
- Coordinate employee benefits enrollments and changes and assist with open enrollment processes.
- Serve as a liaison between management and employees to ensure compliance with labor laws including ADA and EEO, maintaining accurate and confidential personnel records.

- Respond to employee inquiries and verification requests regarding benefits and HR policies.
- May provide training or coaching to employees and new hires regarding HR programs and policies.
- Review and assist in recommending improvements to Human Resources policies and procedures based on analytical findings.
- Assist in directing special projects related to human resources functions to ensure strategic goals are met.
- Provide support during labor negotiations and collective bargaining processes, including analyzing labor agreements and Memoranda of Understanding to inform negotiation strategies and ensure district compliance.
- May represent the Human Resources Director in meetings or functions and exercise limited operational command on Human Resources analytical matters during the Director's absence.

QUALIFICATIONS

Knowledge of:

- California workers' compensation laws, regulations, and administration techniques.
- Recruitment strategies and techniques suitable for public sector organizations.
- Employee benefits programs administration, including emerging benefit options.
- Federal and state labor laws and regulations, including ADA and EEO compliance.
- Budgeting principles and financial analysis relevant to human resources, including cost tracking for compensation, benefits, and recruitment activities.
- Organizational policies and procedures governing human resources functions.
- Principles of public sector management and human resources administration.
- Human resources analytics, data interpretation, metrics, and related analytical methodologies.

Ability to:

- Communicate clearly and effectively in both written and oral forms, presenting information confidently to diverse audiences.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Maintain the physical health and fitness necessary to perform duties including frequent computer use and occasional fieldwork related to recruitment or personnel matters.
- Analyze complex human resources data and trends, exercise sound independent judgment and resolve problems effectively to support Human Resources operations.
- Evaluate human resources policies and programs, identifying opportunities for improvement and implementing effective changes.
- Present information effectively and represent the Human Resources division professionally in inter-agency employee meetings.
- Collaborate productively with internal and external stakeholders to achieve organizational objectives.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of an Associate's degree from an accredited college or university with significant coursework in Human Resources, Business Administration, Public Administration, or related fields, and three years of increasingly responsible experience in human resources or a related field; OR

Five years of increasingly responsible experience in human resources or related field with emphasis on workers' compensation administration, recruitment, or HR reporting functions.

Experience working in a California public agency is preferred. Additional professional certifications such as the Society for Human Resource Management Certified Professional (SHRM-CP) or Professional in Human Resources (PHR) are highly desirable.

Licenses and Certifications:

➤ None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.