

## HR LIAISON (CLASSIFIED SERVICE)

### DEFINITION

Serves as the liaison of the Personnel Commission to an assigned community of schools (CoS) or local district (LD) to provide guidance, advice, and coordinate solutions to personnel-related matters for Classified employees, positions, and job classifications.

### TYPICAL DUTIES

Advises administrators regarding merit system rules and procedures, assignment procedures, collective bargaining agreements, on-boarding, school-based recruitment and employment selection, and staff development.

Coordinates and prioritizes personnel matters and ensures resources and solutions are provided in a timely manner.

Conducts research and consults with various District personnel to determine solutions and resources.

Maintains a consistent line of communication with an assigned CoS or LD administrator to determine shifting priorities of various personnel issues.

Assists with coordinating the representation of the Personnel Commission in CoS and LD meetings.

Provides advice and directs CoS and LD administrators to appropriate District resources and departments to address issues and needs.

Monitors and assists schools with filling vacancies.

May compile, prepare, produce, and review reports from SAP.

May provide on-boarding services including fingerprinting of potential employees.

May assist potential new hires with completing employment documents.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A HR Liaison (Classified Service) serves as the Personnel Commission point of contact of an assigned community of schools (CoS) or local district (LD) to ensure personnel-related issues are addressed.

A Human Resources Officer manages a unit engaged in assigning personnel; applying personnel rules, policies, and collective bargaining agreement provisions; and maintaining personnel records.

A Principal Assignment Technician is responsible for organizing, coordinating, supervising, and auditing the work of a large staff which consist of at least two units of Assignment Technicians and clerical employees in the preparation of assignment transactions and providing assistance to classified and certificated administrators regarding technical assignment policies and procedures. Some positions perform these duties in accordance with Education Code, Personnel Commission, and other legal or negotiated mandates.

## SUPERVISION

General supervision is received from a Human Resources Officer or higher-level Personnel Commission administrator or manager. Work direction may be exercised over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

Personnel Commission Rules, policies and procedures, Merit System  
Provisions of federal and State employment related laws, rules, regulations, policies, procedures, and collective bargaining agreements  
Human resources assignment and payroll regulations and procedures  
Policies and practices of merit system employment assessment and selection  
Organization and functions of the District  
Fundamentals of research and statistical methods  
SAP

### Ability to:

Make sound analyses and investigations and present them in a clear and concise manner both orally and in writing  
Recognize critical factors and their relationship to decision making  
Understand procedural implications in the implementation of recommendations  
Understand and explain a wide variety of concepts, rules, policies, and procedures effectively  
Work effectively and collaboratively solve problems under stress  
Attend to multiple priorities simultaneously  
Exercise initiative and ingenuity in obtaining facts and preventing or resolving problems  
Work effectively with District administrators, employees, employee representatives, and the public  
Use computers with Microsoft operating systems and word processing, data base, and spreadsheet software.  
Use SAP and the eRecruiting applicant management system.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in human resources or courses in related fields.

### Experience:

Two years of experience in the areas of classification, compensation, selection, recruitment, on-boarding, employee transactions, or related field. One year of the required experience must include providing direct service to customers or clients.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES:

Incumbents in these positions report to the Personnel Commission and are located at an assigned community of schools or local district office.

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.

New Class

03-04-21

KG/RGK

Updated

01-22-25

Transportation

Language Only