



"Every child, every chance, every day."

Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101

Phone 805-963-4338, TDD 805-966-7734, Fax 805-965-9561

www.sbunified.org

Classified Job Description

Title: HR Generalist

Salary Schedule Range: 33

Purpose of Position: To perform complex clerical and administrative duties in support of the Human Resources department.

Employment Status: Full-time

Reporting: Reports to an assigned supervisor.

Location: District administration.

Essential Functions:

Answer and re-direct incoming telephone calls to the District office switchboard; greet visitors and control access; issue visitor passes; provide general information to the public and staff.

Coordinate the volunteer application process; prepare information packets, conduct orientations, and communicate with school sites to insure policies are followed.

Process applications for hourly employment; screen for required documentation; schedule and conduct new hourly hire orientations; maintain files of all hourly employees.

Process substitute applications; review and provide information about prerequisites; create substitute packets and answer questions related to the application process.

Download and assemble employment applications submitted via EdJoin.

Schedule and proctor bilingual and No Child Left Behind examinations.

Maintain master calendar and schedule use of conference rooms.

Enter a variety of data including but not limited to, name and address changes, TB test results.

Monitor the District parking lot; assign parking spaces to visitors or guests, inform the public of rules regarding authorized parking; ticket unauthorized vehicles.

Distribute incoming mail and other materials for the HR department; meter outbound mail, print monthly reports of mailing activity and expenses.

Ensure compliance with subpoena requests; copy documents, coordinate with other departments as needed, and contact external agencies.

Maintain the confidentiality of employee data.

Operate a computer to input, retrieve or verify a variety of data; operate contemporary office equipment.

Perform related duties as assigned.

Maintain punctual and consistent attendance.

Working Conditions & Physical Demands:

Inside work with no exposure to weather conditions.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; bending or stooping to retrieve or stored record and materials.

Knowledge, Skills and Abilities:

Knowledge of contemporary office practices and procedures, preferably in a public employment environment; working knowledge of common reception practices.

Word processing, spreadsheets, and databases; working knowledge of MS Office.

Knowledge of proprietary financial management systems such as FIN2K, MUNIS, QSS, or PeopleSoft.

Record keeping, filing, electronic document filing and retrieval.

Operate a computer, proprietary or mass market software applications, and a variety of contemporary office equipment.

Develop and maintain productive working relationships with school site staff, members of the general public and District staff; ability to interact with tact and patience.

Telephone and e-mail etiquette;

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Process a high-volume of work with accuracy.

Add, subtract, multiple and divide quickly and accurately.

Bilingual Spanish preferred.

Understand and follow verbal and written directions.

Meet schedules and timelines.

Work collaboratively with others as well as independently with minimal supervision. .

Education, Training and Experience:

Graduation from high school and a minimum of two (2) years' experience in an office environment, preferably in the public sector

Additional Requirements:

Successful passage of a written examination.

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PROPOSED

