

February 7, 2025

Job Posting #8411.00

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

601 North E Street, San Bernardino, CA 92415-0020 • Ted Alejandre, Superintendent

HUMAN RESOURCES PROJECT SPECIALIST

(Title subject to change, under Human Resources review)

SALARY: \$6,210.00 to \$7,564.00 Monthly (Range 84)
LENGTH OF SERVICE: 260 Days per Year/12 Months
APPLICATION DEADLINE: February 24, 2025 (4:00 P.M. PST)
LOCATION: Human Resources, San Bernardino

POSITION DESCRIPTION

The Human Resources Project Specialist will support the daily operational functions for Human Resources Special Projects. This position collects data and performs complex calculations related to the branch's contracts and/or program funding, including budgets, processing invoices, fiscal reporting, and adherence to funding requirements. This position also assists in meetings, workshops, and events.

Human Resources Special Projects provides operational support in creating, managing, and executing various projects to standardize and strengthen Human Resource practices across the organization. This includes setting new processes for grants management, compliance monitoring, employee development, training, and recruitment, as well as key processes for digitizing Human Resources records.

ESSENTIAL JOB FUNCTIONS

- Assists in the development and implementation of activities, projects, events, and trainings;
- Provides customer service, support, and guidance to staff, districts, and partners;
- Develops and maintains data and web-based software platforms, MS Excel spreadsheets, and workbooks;
- Collects, queries, organizes, and analyzes data;
- Prepares correspondence, written reports, flyers, brochures, print/digital materials, and presentations for projects;
- Maintains online systems, websites, files, spreadsheets, and records;
- Researches and interprets relevant laws, rules, policies, and procedures;
- Provides technical and procedural clarifications to school districts and staff;
- Performs clerical tasks, scheduling, and other office-related duties;
- Processes financial transactions, including purchase orders and budget transfers;
- Performs related duties as assigned.

JOB REQUIREMENTS

Experience developing, organizing, and maintaining data and web-based software platforms, MS Excel spreadsheets, and workbooks; preparing various forms, reports, and correspondence; organizing and assisting with presentations, trainings, events, and/or workshops; customer service support; performing fiscal or accounting functions or financial analysis;

Skill in the performance of mathematical calculations; the use of computers and software applications including data and web-based software platforms, MS Excel spreadsheets, and workbooks; development of fliers, and other publications; use of standard office equipment; understanding of computer systems and technology; preparing reports and spreadsheets; performing research; analyzing and interpreting information;

Knowledge of general office procedures, English, punctuation, and grammar usage; budgeting, billing, and invoicing processes; record confidentiality;

Ability to exercise sound judgment; meet established timelines; work accurately, independently and as a team member; communicate effectively in verbal and written form; work effectively with a variety of individuals and groups; think critically; maintain accurate records;

Physical Abilities include sitting and standing for extended periods, reaching, fine manual dexterity, pulling, pushing, talking/hearing, and near and far visual acuity/depth perception/color vision/field of vision.

MINIMUM QUALIFICATIONS

- Two (2) years of experience developing and maintaining data and web-based software platforms, MS Excel spreadsheets, and workbooks;
- One (1) year experience assisting with the completion of data and reports;
- One (1) year experience in the development of presentations;
- One (1) year experience in a customer support role;
- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.

DESIRED QUALIFICATIONS

- One (1) year experience working with data collection;
- Two (2) years experience querying data;
- One (1) year experience working in Human Resources;
- One (1) year experience in a California school district or County Schools Office.

NECESSARY MATERIALS FOR APPLICATION

- Completed Ed-Join online application (incomplete application will not be considered. All fields must be filled in);
- Current résumé;
- One (1) current (signed and dated within three (3) years) letter of reference;
- **Applicants must meet minimum qualifications and provide all necessary materials online prior to the stated deadline in order to qualify as a candidate.**

APPLICATION PROCESS: All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at www.sbcss.k12.ca.us; click on Human Resources; scroll down then click on “Click Here” to access the EDJOIN website and attach your online profile ***to this job posting #***. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

The Superintendent is committed to providing equal opportunity for all individuals in Superintendent programs and activities. Superintendent programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Title IX Coordinator: Joe Sanchez, Director Risk Management, call (909) 386-9673 or email: Joe.Sanchez@sbcss.net.

State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986, provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.