



CONFIDENTIAL MANAGEMENT VACANCY

APPLICATION PROCEDURE:

**APPLY ONLINE AT:
EDJOIN.ORG**

**The following items are
required by the application
deadline:**

1. A completed **EDJOIN** online classified management application.
2. Letter of Introduction
3. Resume
4. Three (3) current letters of recommendation signed and dated within the last three years. Must be signed - **NO ELECTRONIC SIGNATURES.**
5. Proof of education via transcripts or diploma.

Submit To:
Robert Verdi
Chief Human
Resources Officer
Human Resources
25634 Alessandro Blvd.
Moreno Valley, CA 92553

Non-Discrimination Policy Moreno Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability or affiliation with the Scouting of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:
Title IX Coordinator
Dr. Khaleelah Lewis-Wilkins
klewis@mvusd.net
Title II/ADA Coordinator
Omar Marquez
omarquez1@mvusd.net
Section 504 Coordinator
Philip Peebles
ppeeles@mvusd.net
Moreno Valley Unified School District
25634 Alessandro Blvd. Moreno
Valley, CA 92553 Phone:
951-571-7500.

WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

EMPLOYMENT OPPORTUNITIES MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES : 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500, ext. 17302 - WEBSITE: www.mvusd.net.

ALL APPLICATIONS MUST BE SUBMITTED THROUGH EDJOIN.ORG

HUMAN RESOURCE SPECIALIST

Application Deadline:	August 31, 2026
Salary Range:	\$81,585 - \$99,497
Workdays:	260
Fringe Benefits:	Medical, Dental, Employee Life Insurance
Retirement:	Effective January 1, 2013, all new classified managers pay their own PERS.

FINGERPRINTING

Prior to employment, all applicants are subject to a fingerprint clearance through the Department of Justice (DOJ) and a fee for processing. Authorization of employment will not be granted until the fingerprint clearance from DOJ has been accepted.

DEFINITION

Under administrative supervision, performs a variety of technical duties and responsibilities of an analytical nature including the development and implementation of the District's personnel policies, procedures, and recruitment processes for management, certificated, and classified positions.

RESPONSIBILITIES

- Assists with the development and implementation of the recruitment, selection, hiring, assignment, evaluation, training, and discipline programs of all employees.
- Assists with the development of periodic reports for the Board of Education, State and County Superintendent of School, legislatures, state and federal compliance agencies as deemed necessary.
- Assists in the maintenance of seniority lists, employer-employee relations, salary programs, employee evaluations, etc.
- Interprets the District's policies and procedures, collective bargaining agreements, and applicable laws within the areas of responsibility.
- Maintains confidentiality of pre-employment and personnel files.
- Assists with the development and implementation of the recruitment, selection, hiring, assignment, evaluation, training, and discipline programs of all employees.
- Conducts special studies and surveys on personnel-related matters and the preparation of reports.
- Oversees the maintenance of all employee automated systems, including personnel files and Board actions.
- Processes and keeps record of all changes in employment status, recruitment activities, training programs, test validation reports, etc.; records, verifies and transmits payroll employee data information.
- May supervise the work assignments of clerical personnel.
- Position control and duties related to position control.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of: principles and practices of personnel administration, equal opportunity requirements, collective bargaining and contract administration; appropriate federal, state, and local laws on personnel, employer-employee related matters; techniques of file and record management, data collection, and compilation and report writing; modern office equipment, practices, and procedures including office organization and work scheduling.

Ability to: organize and maintain the security of confidential materials; exercise a high degree of clerical skills in the control of complex personnel transactions; perform basic mathematical computations; understand and carry out oral and written directions; work effectively with details under pressure and with frequent interruptions; compose correspondence utilizing proper grammar, spelling, punctuation, and business format; operate standard office equipment and computers; interact professionally with applicants, employees of the District and the community.

Education and Experience: A minimum of three (3) years of recent, successful experience in the organization and functioning of a personnel services related organization is required. Experience in equal opportunity, fair employment practices, and employee retention and assistance programs is desirable. Graduation from high school; one (1) year coursework from an accredited college/university in personnel, public, or business administration, secretarial science, or related field may be substituted for a maximum of one (1) year of the three (3) years of work experience; experience in educational institution with personnel operations is desirable.