

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS SERIES TITLE: CLASSIFIED PERSONNEL SPECIALIST I/II**

#### **BASIC FUNCTION:**

To perform complex personnel technical support functions related to the examination service of the County Office of Education; to ensure conformance with merit system law, bargaining unit agreements and the rules and regulations of the Personnel Commission.

#### **ALTERNATE CLASS SERIES SPECIFICATIONS:**

The Classified Personnel Specialist I and the Classified Personnel Specialist II serve as an alternate class series. Persons may be initially employed in either level depending on their qualifications. Persons employed in the entry-level classification may reasonably expect to be reassigned to the journey level classification upon the recommendation of the appointing authority. It is expected that a person employed as a Classified Personnel Specialist I will be prepared for reassignment to Classified Personnel Specialist II within a two-year period.

#### **DISTINGUISHING CHARACTERISTICS:**

The Classified Personnel Specialist I is the entry level of the alternate class series. Persons appointed to this classification receive training to learn the rules, policies and procedures belonging to the Personnel Commission. Persons receive general supervision and are initially assigned limited responsibilities which are expanded in size and complexity as their job knowledge increases.

The Classified Personnel Specialist II is the journey level of the alternate class series. Persons appointed to this classification demonstrate job knowledge assuring for the effective establishment, application, and implementation of the Commission's





Operate a variety of office equipm

an resourcea, pubalc adminlisrraiony

and store files and supplies; lifting light object.

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit

Approved by Personnel Commission: November 22, 1996; Revised Approval: June 11, 2009; December 9, 2015



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Kristin Olson  
Director-Classified Personnel Services

Date: 12/21/15