

## Human Resources Specialist

### Definition

Under general supervision, performs a wide variety of responsible para-professional and technical duties in support of Districtwide human resources functions and activities including in the areas of employee processing, employment recruitment and selection, personnel record keeping, and related services and activities; provides a variety of information and guidance related to human resources procedures, rules, requirements, standards, salaries, and benefits, and performs other related duties as required.

### Distinguishing Characteristics

This is a para-professional human resources class where generalist expertise is utilized to perform routine to moderately difficult human resources functions under general supervision.

### Examples Of Duties

Duties/essential functions may include, but not be limited to, the following:

- Receives, checks, verifies and recommends personnel actions regarding employment, separations, leave requests, and status changes for academic, management, and classified personnel ensuring that work is completed in a timely, accurate and effective manner.
- Performs a variety of employee processing duties related to the hiring of new employees including auditing all personnel requisitions, verifying candidates meet minimum qualifications, assigning salary placement, status, and academic discipline per applicable contract language
- Enters information into human resources information system.
- Oversees out-of-classification assignments, job openings and closings, hires, terminations, promotions, and transfers.
- Trains, schedules and provides lead direction and technical assistance to human resources staff as directed.
- Researches and makes recommendations on contract language and human resources policies.
- Updates human resources information system as necessary.
- Identifies and troubleshoots problems with employee database.
- Organizes and implements the recruitment process of assigned College and/or District positions.
- Verifies and audits requests for filling positions; prepares job announcements, supplemental questionnaires, and advertisements and coordinates with hiring managers throughout the process.
- Acts as information source regarding human resources procedures, rules, requirements, standards, collective bargaining agreements, codes and regulations salaries, and benefits.

## Human Resources Specialist

- Collects, summarizes, and analyzes information and prepares reports on various human resources data; compiles and prepares data necessary to produce technical reports in compliance with established District or governmental laws, regulations, codes, policies and procedures.
- Prepares and audits board agenda items and reports for the District Governing Board agenda.
- Creates and audits human resources system files for use during the annual budget process.
- Develops and maintains lists of open positions and budget file.
- Assists in the development and revision of District personnel and related policies, manuals, procedures, forms, etc.
- Researches, gathers statistics and resolves various issues related to salary, employee information and status, and related areas.
- Assists in developing MIS staff data reporting to State Chancellor's Office.
- Maintains a variety of confidential personnel records.
- Records and updates employee status changes as necessary.
- Operates a variety of office equipment including a computer, printer, copier, and facsimile machine.
- Utilizes various computer applications and software packages.
- Performs other related duties as required.

### Minimum Qualifications

Knowledge of:

- Human resources functions and procedures.
- Principles and practices of recruitment, selection, salary and benefits administration, classification, supervision, training, and record keeping.
- Laws, rules, regulations, and collective bargaining provisions impacting human resources programs.
- Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Customer service and public relations methods and techniques.
- Mathematical principles.
- Principles of business letter writing and basic report preparation.
- Principles and practices of statistical and administrative research and report preparation.
- Methods and techniques for record keeping and filing.

**Human Resources Specialist**

**Skill/Ability to:**

- Perform a variety of para-professional and technical duties in a variety of areas related to the human resource function.
- Understand the organization, operation, and services of the District as necessary to assume assigned responsibilities.
- Enter and retrieve data using a personal computer with speed and accuracy; compile, analyze, and summarize information and data; perform mathematical calculations quickly and accurately.
- Prepare comprehensive reports.
- Communicate effectively and tactfully in both oral and written form; analyze situations accurately and adopt an effective course of action.
- Use independent judgment, initiative and problem-solving skills; interpret and apply human resources rules, laws, policies and collective bargaining agreements with good judgment; establish and maintain accurate records and files.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Research files and prepare statistical reports and analyses; coordinate activities and meet critical deadlines.
- Operate and use modern office equipment including a computer and various software packages; establish and maintain cooperative working relationships with those contacted in the course of work.

**Education/Experience**

- Equivalent to completion of an AA/AS degree from an accredited college with course work in human resources management, business administration, public administration, labor relations or a related field. Two additional years of technical work experience in human resources may be substituted for one year of college.
- Three years of responsible experience in performing technical human resources assignments. This experience should have included interpreting collective bargaining agreements, handling sensitive and confidential material, handling multiple and complex tasks simultaneously, and setting priorities.
- A valid Class C California driver's license.

*Adopted: 06/26/08*