CLASSIFICATION
Human Resources Specialist

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Unrepresented

GENERAL PURPOSE
Under general supervision, performs a variety of highly complex and responsible technical and administrative duties in support of District human resource management programs; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
Human Resources Specialists are responsible for performing advanced paraprofessional and technical support assignments ranging from difficult to complex carrying out classified and academic employment and other human resource program support functions. Incumbents are expected to independently perform job assignments using detailed knowledge of professional practices and District human resources policies and procedures and labor contract provisions learned through experience.

Human Resources Specialist is distinguished from Human Resources Technician in that incumbents in the former class independently perform more difficult and complex duties requiring more extensive knowledge of professional human resources practices and District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs routine to moderately complex technical assignments in support of academic human resources recruitment and selection programs; analyzes transcripts for eligibility and minimum qualifications and checks state requirements; requests and verifies work experience for vocational disciplines; processes department hiring requests; assists deans and department heads with hiring eligible candidates and recommends equivalencies for faculty without approved education; audits transcripts, reviews resumes and analyzes work experience and makes recommendations to the Equivalency Committee; notifies departments when faculty have been approved and processed for hire.

2. Processes new classified and academic employees for hire; verifies I-9 status; verifies limited term employees meet minimum qualifications and are tested if necessary; provides information and distributes forms and packets to employees on District employment, compensation and benefits programs, policies and practices; prepares probationary contracts; fingerprints new employees and notifies management of candidate arrest records; receives, verifies and routes materials to appropriate departments or outside agencies.
3. Places new employees and employees receiving promotions on the appropriate salary range and step of the District’s salary schedule; audits transcripts and graduate-level coursework to determine salary placement for faculty and administrators; updates District salary schedules according to collective bargaining agreements and enters salary increases for affected classified employees; reviews, analyzes and grants annual faculty salary increases; provides information to the Foundation Office on permanent employees eligible for service awards.

4. Prepares faculty assignments for Board approval and approves, edits and monitors faculty assignments, forwarding changes to Payroll as necessary; receives and reviews academic staff assignments for minimum qualifications, faculty service areas, teaching units, release-time assignments, stipends, department head assignments, equal pay, percent of load assigned per week and load banking as mandated by the California Education Code; sends contracts to faculty for signatures and audits load sheets; maintains faculty and administrator salaries and audits assignments for salary and longevity steps; prepares bi-monthly Board actions for changes in faculty and administrator salary, titles, stipends, department head assignments, changes of assignments, leaves of absence, resignations and retirements.

5. Creates, updates and maintains confidential employee personnel files and records; enters and updates personnel transaction information into the District’s HRIS system; processes name changes; maintains load banking balances; runs unapproved equal pay overtime reports; maintains TB test records and notifies employees of needed updates; updates service records cards; audits summer assignments for sick leave awards; verifies college catalog listings; maintains lists and summaries of employees and work locations, service areas, types of assignments, seniority, leaves of absence, resignations, retirements and data; monitors limited term employees and discusses results with Director, Human Resources.

6. Answers questions and interprets District human resources policies, procedures, collective bargaining agreements and rules and regulations to management, staff and the public in assigned areas of responsibility; prepares and distributes a variety of human resources- related correspondence and documents for management and employees.

7. Performs research projects of limited scope; compiles data and drafts reports and recommendations; generates and compiles statistical reports.

8. Maintains lists and summaries and monitors assignments for adjunct and substitute faculty; mails contracts for probationary faculty; tracks and makes changes to load banking, service credit and seniority for contract faculty.

OTHER DUTIES

1. Sends probationary and annual evaluations to supervisors and records completed evaluations.

2. Tracks and updates seniority reports for lay-off purposes.

3. Balances monies received for fingerprints and sends to Cashiers office; updates lists of fingerprint results from the Department of Justice.
4. May take pictures of employees for employee identification cards as needed.

QUALIFICATIONS

Knowledge of:
1. Practices and techniques in conducting academic and classified recruitment, testing and selection programs.
2. Methods and practices of public personnel administration and applicable federal, state and local laws and regulations.
3. District human resources policies and procedures and labor contract provisions.
4. Research methods and data analysis techniques.
5. Principles and practices of sound business communication.
6. Office administration practices and procedures, including recordkeeping and filing of records and files.
7. Procedures and codes used to access and enter data in the District’s HRIS system.
8. Standard business software, including word processing and spreadsheet programs.

Ability to:
1. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
2. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
3. Understand and follow written and oral instructions.
4. Communicate clearly and effectively, both orally and in writing.
5. Prepare clear, concise and accurate reports, correspondence and other written materials.
6. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
7. Operate a computer using word processing and other business software and other standard office equipment.
8. Organize and maintain specialized files.
10. Establish and maintain effective working relationships with District management, faculty, administrators, staff, applicants, representatives of external agencies and others encountered in the course of work.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a G.E.D equivalent; and five years of increasingly responsible office administrative experience involving the maintenance of detailed employee records, employee processing and responsible public contact; or an equivalent combination of training and experience. Completion of college-level coursework in human resources is desired but not required.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel computers and other standard office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk; stoop, kneel, or bend; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; and interact with District management, faculty, administrators, staff, applicants, representatives of external agencies and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

Revised:   February 19, 2008