



**Classification Title: Human Resources Specialist**

<b>Department:</b>	Human Resource Services	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	26
<b>Supervision Received From:</b>	An Assigned Supervisor, Human Resources	<b>Date of Origin:</b>	7/2019
<b>Supervision Given:</b>	General Supervision	<b>Last Revision:</b>	7/2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Under the general direction from the Human Resources Supervisor, independently performs highly responsible and paraprofessional duties in the areas of employee relations, HRIS, position control, compensation, evaluation, and personnel record maintenance. Position requires an in-depth knowledge of District policies, procedures, and bargaining agreements as they relate to all employee groups; specialized and technical analysis and problem solving, handling situations and taking effective courses of action within one or more human resources functions involving processes and outcome.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Answers, screens and refers telephone calls; answers questions from students, faculty, staff, vendors and the public regarding employment with the District; greets and directs visitors to the appropriate department or staff member; answers written inquiries for standard information; sets up, maintains and posts department and staff calendars and room reservation calendars; maintains supply of department forms and materials.
2. Answers employee and candidate questions regarding District human resources policies, procedures, programs and services including clarification of process and timeline of hiring process, personnel policies, basic benefits and leave information.
3. . Reviews, records, and processes all personnel status transactions related to employment, compensation, non-medical leaves, release time, reassignments, evaluations, etc. and maintains the necessary documents in personnel files, including storage of documents. Enters and maintains employee information and personnel status or compensation changes in the human resources information system (HRIS). Communicates pay rate changes to payroll and employees
4. Processes new full-time and part-time employees for all employee groups: Faculty, Part-Time Faculty, Administrators, Confidential and Supervisory Team, Short-Term, Student and Volunteers. Ensures completion of pre-employment requirements and with payroll and benefits paperwork; conducts and coordinates new hire orientation programs; assembles, distributes and explains new hire information packets; collects pre-employment required forms and paperwork; ensures applicant eligibility in regards to citizenship, nepotism, and conviction history; verifies accuracy of information with third parties and inputs or updates data in the system; creates and maintains personnel files and records for employees; pulls and stores files for inactive employees.

5. Tracks and audits completion of hours used for employment verifications, and educational requirements used to determine salary placement/promotions/salary increases based on labor contract provisions; enters salary increases into payroll and human resources systems. Computes other salary changes, such as out of class, stipends, and retroactive compensation.
6. Monitors performance evaluation cycles to assure employees receive notice and documents in a timely basis.
7. Interprets classified and faculty collective bargaining agreements and Administrative and Supervisory Handbooks. Follows applicable employment laws and regulations under Federal, State, and Education Code.
8. Interprets and applies rules and regulations as they relate to public employee retirement systems (CalSTRS, CalPERS, APPLE) and enters enrollments as needed.
9. Drafts, formats, types, proofreads, edits and prints correspondence, memoranda, calendars, requests, forms, lists, reports, schedules, rosters, statistical and other human resources documents; creates or gathers Governing Board agenda items and exhibits to ensure Governing Board approval.
10. Gathers data to support human resources in the creation of reports concerning employment functions including, but not limited to, new employees, evaluations, out of class compensation, I-9 documentation, etc. May prepare reports for management and external regulatory agencies.
11. Coordinates with appropriate divisions and departments to confirm position status, percentages, length of contracts and salary ranges; coordinates the role of all permanent positions from one fiscal year to the next for developing budgets, vacation, sick leave accrual and benefits costs.

**Marginal Functions:**

1. Provides backup for other department specialists, technicians, and may provide administrative support to other areas when required.
2. Monitors and tracks employee tuberculosis certifications.
3. Maintains and updates the department website as it relates to the assigned area and can assist with maintaining office supplies and materials.
4. May provide guidance and work direction to student and short-term workers,
5. May attend outreach events as they relate to Human Resources to include assisting applicants, job fairs, etc.
6. Assists on special projects.
7. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of increasingly responsible technical human resources experience.

**Education/Training:** Equivalent to completion of the twelfth grade.

**Preferred Qualifications:**

Completion of college-level coursework from an accredited college or university in human resources.

**Knowledge of:**

1. Human resources policies, procedures and practices related to the administration of personnel, benefits programs and related functions.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Principles, practices, concepts and techniques used in customer service.
4. Functions, rules, policies, bargaining agreements and procedures applicable to assigned areas of responsibility.
5. Federal, state and local laws, regulations and court decisions governing area of assignment.
6. Human resources and general accounting systems and associated systems, practices and procedures for processing information and interpreting input and output data.
7. Modern office practices, procedures and equipment including computers and applicable software programs.
8. Principles of human resources policies and procedures and labor contract provisions.

**Skill in:**

1. Office administration practices and procedures.
2. Understanding, explaining and applying policies and procedures related to the full scope of employment and employee relations.
3. Monitoring, calculating and reporting employee salary placement and advancement.
4. Communicating clearly and effectively, both orally and in writing, including preparation of professional correspondence, summaries, reports and presentations for both internal and external communications
5. Preparing clear, concise and accurate reports, documents, data entries, and other written materials. Reviewing work results for accuracy and adherence to timelines.
6. Providing training to all level of employees within the organization and community members.
7. Operating a computer, enterprise software, and other standard office equipment and using spreadsheet, word processing and enterprise software.
8. Organizing and maintaining specialized files, including tracking information utilizing complex spreadsheets and databases.
9. Maintaining and ensuring the confidentiality of files and records.
10. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
11. Exercising tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establishing and maintaining effective and cooperative working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.