

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES SPECIALIST

SUMMARY DESCRIPTION

Under the direction of assigned supervisory or management staff, perform a variety of technical duties in support of the District's Human Resources Office; interpret and apply applicable federal, state, and local laws, codes, and regulations as well as District administrative and departmental policies, procedures, and programs; and provide information and assistance to District staff and the general public.

This is a confidential classification. As such, incumbents perform duties that involve gathering or reviewing information or data concerning employee grievances or discipline matters, or data relating to or containing information about employer bargaining positions, negotiation strategies, or proposals.

DISTINGUISHING CHARACTERISTICS:

This is the experienced, full journey level class within the paraprofessional human resources series. Employees within this class are distinguished from the lower level class of Associate Human Resources Representative by the performance of the full range of duties as assigned. Employees at this level: seek opportunity for professional growth; continue to assume greater responsibility; receive only occasional instruction or assistance as new or unusual situations arise; and are fully aware of the operating procedures and policies of the work unit. Decisions are made with increasing independence but within the parameters established by management; more difficult or sensitive situations are referred to higher level positions as appropriate. Positions at this level may perform specialized duties on a day to day basis but provide assistance in other areas to address changing workload needs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

General duties:

1. Independently perform a variety of responsible specialized technical duties involved in assisting in the administration of various Human Resources Office programs, functions, and services; implement, monitor, and control services, functions, and activities in compliance with District policy and procedures, federal and state rules and regulations, and labor relations contracts; recommend changes to existing procedures within the program area. **E**
2. Serve as liaison with other departments, outside agencies, and service providers; develop and provide in-house training programs to ensure District employees understand and comply with various rules, regulations, and policies. **E**
3. Respond to questions and requests for information and assistance from District employees, interested applicants, outside agencies, or the general public over the phone, in writing, or in person; provide specialized, technical, and procedural information regarding the interpretation and application of rules, District policy, procedures, and practices. **E**
4. Assist in the development and implementation of systems and procedures pertaining to human resource functions and operations; participate in ensuring human resources programs and activities are administered and implemented in compliance with federal and state laws, rules, and regulations; assist in the revision of personnel procedures and forms. **E**
5. Prepare and maintain a variety of files, logs, spreadsheets, and records including confidential personnel files and records; ensure forms and documents have proper authorizations; audit or review personnel records to ensure compliance with various procedures and process.. **E**
6. Participate in a variety of special projects as requested; research, compile, analyze, prepare, proofread, and format detailed data and information for periodic and special projects and reports. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Human Resources Specialist- *Continued*

7. Generate and prepare a variety of detailed and confidential reports including those for presentation to management staff; evaluate reports for integrity and accuracy of data; conduct research on current and archived data as needed. ***E***
8. Prepare various documents including agendas, forms, and correspondence; assemble packets for various committee meetings. ***E***
9. Serve as a member on various committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources. ***E***
10. Provide training and work direction to assigned employees. ***E***
11. Perform related duties and responsibilities as required.

Duties related to Academic, Classified, and Position Control assignments:

12. Organize, monitor, evaluate, and reconcile the position control system; audit and review position control reports; perform daily human resources operations in various areas of position control maintenance; ensure the integrity and accuracy of the position control system and data. ***E***
13. Provide orientations for employees on various programs including new employee orientations; provide information and assistance regarding the completion of employment forms; assess transcripts and experience to establish minimum qualifications and salary placement; submit required forms to payroll. ***E***
14. Participate in recruitment and selection activities; review applications for positions; verify mandated minimum qualifications and Education Code requirements; ensure proper college accreditation, degrees, and employment background; organize, schedule, and coordinate recruitment interviews and programs; serve on interview panels as requested; extend offers of employment as approved by management. ***E***
15. Coordinate evaluation process for employees; prepare and monitor related documents; administer student evaluations of academic staff. ***E***

KNOWLEDGE AND ABILITIES

Knowledge of:

General human resource principles and practices.

Principles and practices utilized in human resources program coordination and administration.

Information and research resources available related to areas of assignment.

Principles and practices used in preparing, reviewing, and evaluating a variety of human resources data.

Principles and procedures of confidential record keeping and filing.

Principles and practices used in the preparation of comprehensive, clear, and concise reports.

Principles of business letter writing.

Methods and techniques of customer and public relations.

Interpersonal skills using tact, patience, and courtesy.

Mathematical principles.

Pertinent federal, state, and local codes, laws, and regulations concerning various human resources programs including applicable sections of the State Education Codes.

District organization, operations, policies and objectives.

English usage, grammar, spelling, punctuation, and vocabulary.

Modern office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and HRIS management systems.

Public speaking and written communication skills.

Basic principles and practices utilized in providing training and work direction to staff.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Human Resources Specialist- *Continued*

Ability to:

Assist in organizing and administering technical aspects of various District's human resources programs, functions, and services.
Independently perform a variety of technical paraprofessional duties in support of the Human Resources Office.
Perform a variety of complex technical work in the preparation, maintenance, and review of records, files, reports, and correspondence.
Research, compile, analyze, and interpret data and information.
Maintain current knowledge of, understand, interpret, apply, communicate, and explain pertinent federal, state, and local policies, procedures, laws, rules, regulations, requirements, and restrictions.
Interpret and apply administrative and departmental policies and procedures.
Exercise initiative and work independently on assigned projects.
Express difficult concepts clearly in oral and written communications.
Provide specialized information to others concerning various human resources policies and practices.
Exercise judgment, diplomacy, discretion, and a high level of independence in handling matters of a sensitive nature
Promote and maintain positive staff, student, and community relations.
Work confidentially with discretion; maintain confidentiality of work performed.
Work independently with very little or no direction.
Plan and organize work to meet schedules and time lines; meet critical deadlines while working with frequent interruptions.
Make arithmetic calculations quickly and accurately.
Type or enter data at a speed necessary for successful job performance.
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
Adapt to changing technology and quickly learn functionality of new applications and systems.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of college level course work in human resources management, business administration, or a related field AND two years of increasingly responsible paraprofessional human resources experience that demonstrates broad working knowledge of human resource functions and practices. Experience in an educational or other public agency setting or other bargaining unit environment is highly desirable. A Bachelor's degree in human resources management or closely related field is desirable and may substitute for up to one year of experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Human Resources Specialist- *Continued*

requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Forsberg Consulting Services