



<b>Position:</b> Human Resources Specialist	<b>Position Number:</b>
<b>Department/Site:</b> Human Resources	<b>FLSA:</b> Non-Exempt – (Classified Confidential)
<b>Reports to:</b> Chief Human Resources Officer	<b>Salary Range:</b> 20

### **BASIC FUNCTION:**

Under general supervision, performs a variety of responsible professional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, employee onboarding, salary administration and classification, HRIS database management, contract administration, data entry and integrity, and employee training; prepares, reviews, enters, and maintains human resources information systems files and records; advises employees and supervisors related to these functions; provides responsible technical and clerical support to the Human Resources Office.

### **DISTINGUISHING CHARACTERISTICS:**

This is an experienced-level professional class in the Human Resources Office responsible for performing the full range of technical and specialist work, and for record-keeping, administrative, and technical support activities. Positions at this level 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. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This class is distinguished from the Human Resources Analyst in that the latter is a higher professional-level resource for organizational, managerial, and related human resources programs, services, and studies.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

- Administers the recruitment program, including testing, and selection of personnel for faculty, management, and classified positions, preparing advertisements and recruitment job flyers, coordinating recruitment processes, and scheduling and coordinating written performance tests and interviews; advertises, posts, and mails job bulletins; screens applications based on minimum requirements; assists in proctoring examinations; may serve as EEO officer during panel interviews; constructs rating notebooks; prepares and sends rater confirmation materials and follow-up correspondence.
- Schedules and coordinates selection processes, obtains raters for selection panels and arranges interviews involving employees and other parties.
- Notifies candidates at all steps of the selection process, as assigned; processes employee pre-placement physical examination paperwork.

- Coordinates background check and fingerprint live scan process for required classifications; updates Department of Justice applicant clearance log.
- Utilizes the applicant tracking system; answers questions regarding open positions, application procedures, employment procedures, and basic salary administration practices; responds to requests for employment verification.
- Assists in coordinating and attends job fairs.
- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining accurate files.
- Administers onboarding program for new employees and coordinates activities with hiring manager.
- Reviews and verifies employee information and data; establishes and assists in maintaining employee personnel records in the District's human resources information system (HRIS).
- Interprets, applies, explains, and ensures compliance with federal, state, and local laws and regulations, including collective bargaining agreements, concerning human resources programs.
- Participates in special human resources projects and programs and prepares annual and special reports related to assigned functions and programs; coordinates and integrates program services and activities with other agencies and District division.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Provides general administrative support to the human resources function, including preparing correspondence, memoranda, and reports, performing reception functions, processing mail, performing data entry, and maintaining schedules and records.
- Attends and participates in professional group meetings and various District committees; stays abreast of new trends and innovations in the field of benefits administration, recruitment programs, leaves laws, and other human resources issues.
- Assists Executive Assistant to process subpoenas for employee records.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Remains current on related laws, regulations, bargaining agreements, Working Conditions, Terms and Conditions of Employment, and practices affecting all aspects of the job.
- Provides direction to student workers.
- Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, and compensation.
- Methods, techniques, and practices of data collection, data entry, and basic report writing.
- Business letter writing and standard writing practices for correspondence.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software and applicant tracking software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures, and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing, and selection practices.
- Maintain accurate and confidential human resources records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Be sensitive to and understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade; supplemented by college coursework in human resources management, business or public administration, or a related field, and two (2)

years of responsible technical or paraprofessional human resources support experience in a public personnel or human resources environment.

**LICENSES AND CERTIFICATIONS:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**PHYSICAL DEMANDS:**

Mobility to work in a standard office setting and use standard office equipment; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification; standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator. Ability to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.