

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Campus Personnel Services Coordinator      **Department:** Academic Support Services

**Location:** EVC or SJCC      **Date:** May 24, 2017

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**POSITION PURPOSE**

Under the direction of assigned administrator, coordinates and performs a wide range of specialized activities and services in support of campus adjunct faculty and full time academic faculty overload assignments. This position ensures the timely preparation and maintenance of payrolls for campus adjunct faculty and full time academic overload. Responsible for all adjunct personnel transaction. Maintains records and prepares reports related to campus payroll. Performs a variety of analytical and complex technical tasks relative to assigned area of responsibility.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Act as the college human resources primary point of contact for all adjunct assignments.
2. Coordinate a variety of campus personnel and payroll activities for academic overload and adjunct.
3. Participate in the development and enhancement of information systems and procedures that facilitate personnel and administration processes; assist with the design and modification of administrative system.
4. Monitor, maintain, input and update the Human Resource System personnel database and generate personnel reports as required.
5. Explain regulations and procedures, provide proper information to inquiries, resolve discrepancies, and arrange appointments as needed.
6. Establish schedules and methods for providing efficient payroll services; implement policies and procedures.
7. Coordinate and input employee data into the database management system; calculate, track and audit regular pay and stipends; reconcile and balance data.
8. Coordinate campus payroll activities with the District-wide payroll activities; serve as the liaison between the College and the District Office; provide information about staffing and loading.
9. Evaluate adjunct faculty qualifications, eligibility, verify previous employment for service placement; participate in campus orientation for new adjunct faculty.
10. Monitor the administrative processing of instructional and non-instructional assignments of full- and part-time faculty members.
11. Set up employee retirement in the administrative management system; follow CalSTRS for compliance and retirement benefits related to assigned employee groups.
12. Advise and train college staff regarding loading, hourly personnel and payroll policies and procedures and use of the database management system for records management.
13. Coordinate the preparation of faculty load reports (S7s), and prepare a summary of these reports.
14. Monitor the enrollment in courses in the semester schedule of classes for the purpose of

recommending additions, cancellations, and other adjustments to the schedule to Academic Deans and the Vice President of Academic Affairs.

15. Research, compile, analyze and summarize data for special projects and reports; make recommendations as appropriate.
16. Analyze and solve complex issues relating to faculty contracts; evaluate loading documents; review course roster and master; ensure data is input accurately; implement corrective actions.
17. Prepare, review, and evaluate overload and banking reports; prepare a variety of statistical reports on operations and activities. Maintain part-time hourly personnel files and full-time overload files.
18. Provide guidance regarding retirement and separation process; prepare and complete forms for CalSTRS report and verify appropriate dates and unused sick leave; calculate and audit final pay.
19. Complete and submit Board agenda transmittals for assigned employee groups on the Board agenda.
20. Interpret rules, regulations, policies and provisions for the complex medical leave process for assigned employee group and serve as first point of contact for medical leave inquires; refer exceptional cases to appropriate administrator for review before providing further action.
21. Develop and implement procedures to assure complete and timely operations; create forms which facilitate work flow.
22. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Pertinent Federal, State and local laws, codes and safety regulations.
2. Modern office practices and procedures including filing and the operation of office equipment including personal and on-line computers with related software.
3. Policies, practices and procedures that govern the District payroll and payroll processing.
4. Advance math skills sufficient to perform complex calculations and conversions.
5. Faculty workload computations.
6. Computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
7. Interpersonal skills using tact, patience and courtesy.
8. Record-keeping techniques.
9. Principles and practices of training and directing work.

### **Skills and Ability to:**

1. Analyze problems and prepare a variety of related human resources records and reports.
2. Maintain the database for assigned employee group in HRIS.

3. Read and interpret documents such as college transcripts, contracts, policies, and procedure manuals.
4. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
5. Establish and maintain cooperative working relationships with those contacted during the course of daily duties.
6. Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds
7. Interpret a variety of personnel policies, practices, procedures and labor contract provisions.
8. Plan, organize, and prioritize work to meet schedules and timelines.
9. Communicate technical information and interact with administrators, faculty and classified staff.

**Experience and Education:**

1. Associate's degree from an accredited institution in business or related field.
2. Four years of responsible accounting or human resources experience, including experience working in payroll preparation and administration.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment with frequent interruptions.

**Physical Demands:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Light lifting of materials.
5. Reaching to file and retrieve records

Board Approved: 5/23/17  
Salary Range: 120 (reclassified from range 115)  
EEO Category: 2B2 – Other Professional