

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

Position: Human Resources Specialist

Department: Human Resources

Location: District Office

Date: 5/24/17

POSITION PURPOSE

Under general supervision, the Human Resources Specialist performs skilled technical level responsibilities in assigned area of human resources services, handles assignments and provides services to employees including faculty, staff and management, provides support in developing policies and procedures, provides resources for collective bargaining, and receives and processes employee grievances. This position maintains position control records and personnel records; performs and audits personnel changes; generates personnel reports; and assists in the implementation of personnel policies and procedures.

NATURE and SCOPE

This is the junior level class in the Human Resources Specialist – Confidential series. Positions in this class typically have limited work experience and work under immediate supervision while learning job tasks. The Human Resources Specialist class is distinguished from the Senior level by the performance of less than the full range of duties assigned to the Senior level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

KEY DUTIES and RESPONSIBILITIES

1. Maintain a working relationship and provide technical expertise and direction to District and campus administrators, faculty and support staff regarding personnel issues, reports, changes and transfers.
2. Participate in preparing documents, reports, and Board actions including supporting agenda materials for presentation to the Board of Trustees.
3. Prepare, process, produce, and distribute a variety of technical documents, materials, departmental notices, employment forms and reports related to the personnel function of the District and assist employees to prepare new and/or revised forms for personnel and payroll purposes.
4. Assist with the development and enhancement of information systems and procedures that facilitate Human Resources and administration processes; assist with the design and modification of administrative system.
5. Access administrative systems and extract or transfer data as needed such as performance evaluation tracking, employment longevity etc.
6. Track employee performance evaluation statuses and inform managers of deadlines to complete necessary evaluations.
7. Provide information to employees regarding fringe benefit programs, including retirement, vacation, and sick leave.
8. Monitor, maintain, input and update the Human Resource System personnel database and generate management reports as required.
9. Answer inquiries and complaints and give out proper information, explaining regulations and procedures and arrange appointments as needed.

10. Communicate with various entities, screen visitors and telephone calls, provide information where judgment, knowledge and interpretation of District policies/procedures, federal/state laws and regulations are necessary, and verify information as appropriate.
11. Prepare, produce, and distribute materials and reports related to the personnel function of the District.
12. Prepare and transmit salary information to payroll office, evaluate transcripts and occupational/professional experience for qualification compliance and salary placement and record information for salary movement of employees.
13. Coordinate and verify renewal of contracts for eligible employees.
14. Prepare and maintain position control records, personnel records and other types of specialized records.
15. Conduct workshops and oral presentations.
16. Attend meetings and serve on committees related to human resource function; represent the department as requested.
17. Prepare and maintain District academic/classified/ management personnel files and records related to hiring, reclassification, personnel actions.
18. Monitor and reconcile department budget; oversee the ordering and maintenance of office supplies and equipment; schedule maintenance, prepare and process purchase requisitions.
19. Perform other duties related to the position as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Office practices and procedures
2. Principles and practices of Human Resources administration
3. Current laws, codes and regulations related to employment, benefits and other human resources functions
4. Collective bargaining processes and agreements
5. Basic financial and statistical record keeping and auditing
6. Record keeping systems and methods
7. Computer expertise on office applications and large administrative software.

Ability to:

1. Analyze situations accurately and adopt an effective course of action.
2. Interpret, explain, and apply rules and policies related to Human Resources assignments.
3. Research, analyze, and evaluate situations well; and effectively recommend or resolve matters.
4. Compile and maintain accurate and complete records and reports.

5. Effectively present information in person or on the telephone to administrators, academic or classified employees or the public.
6. Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.
7. Operate computer equipment and utilize word processing, spreadsheet and other software such as HR Information System.

Education and Experience:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Associate's degree from an accredited institution with major course work in human resources management, business administration or related field.
3. Three years of related experience and increasingly responsible office/clerical experience, which includes at least two years of experience in human resources functions.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, gender, and ethnic backgrounds of the students we serve; and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Working Conditions:

1. Typical office environment.

Date Approved: 5/23/17

Salary Range: C-115 (reclassified from C110)

EEO-Category: 2B3 Technical/Paraprofessional