



HUMAN RESOURCES SPECIALIST, CLASSIFICATION AND COMPENSATION

SALARY GRADE: [C5-11](#)

DEFINITION:

Under general direction, conduct classification and compensation analysis, establish and maintain the classification system for all management and classified positions of the district; serve as resource person to Classification Committees; serve as resource person for classified negotiations. This position works in conjunction with employment services and may perform duties in the employment and recruitment area including announcements, recruitment, assisting hiring committees with training and assistance, maintaining data and related records, and related duties as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Collects, analyzes, and develops occupational data concerning jobs, job qualifications and job characteristics to maintain the District Classification System.
2. Write and updates job descriptions, specifications, and narrative statistical reports reflecting such data as skills, knowledge, abilities, training education, and related factors required to perform jobs.
3. Performs desk audits and evaluations in response to reclassification requests and reorganizations; makes recommendations as to proper job classifications and salary ranges.
4. Monitors and maintains complex HR technology systems and software, and generates related reports as required. Prepare and maintain a variety of files, records and reports.
5. Works with employees, supervisors, and Committee members in facilitating the reclassification process.
6. Responsible to maintain accurate classification minutes and records; creates and updates forms as necessary.
7. Conducts salary survey and classification studies to verify or standardize data; responds to salary requests from external sources.
8. Provides information to supervisors and staff regarding classification and salary issues.
9. Responsible for coordinating meetings; preparing materials, researching problems, and presenting information to management, union, staff, etc.
10. Works with Employment Services to develop position announcements, establish recruitment strategies, and perform a variety of duties related to recruitment and employment.
11. Perform recruitment and employment functions and responsibilities, including recruitment, advertising, development of job announcements, assistance to hiring committees and related duties.
12. Assist as a technical resource for computer related issues including database development, software usage, server maintenance and other issues
13. Performs other related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods, analysis and techniques of classification, compensation, and salary administration.
2. Research methods, analysis and techniques.
3. Recruitment and employment practices.
4. Modern office practices, procedures, and equipment.
5. Record-keeping techniques.
6. District organization, operations, policies, and objectives.
7. Oral and written communication skills.
8. Applicable sections of State Education Code and other applicable laws, rules, and regulations related to employment, equal opportunity and other assigned activities.
9. Technical aspects of field of specialty.
10. Interpersonal skills using tact, patience, and courtesy.
11. Operation of a computer and applicable software, including computerized spreadsheets, databases, and word-processing packages.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Work independently with minimal supervision.
3. Maintain the confidentiality of non-public information.
4. Interpret, apply and explain rules, regulations, policies, and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer, assigned office equipment and applicable software.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and timelines.
9. Effectively plan and organize work.
10. Plan, implement and monitor a programmed approach to problem resolution.
11. Collect and analyze data.
12. Independently prepare and maintain of a variety of letters, documents, reports and files related to assigned activities.
13. Coordinate and support special projects.
14. Develop and/or coordinate training programs
15. Communicate tactfully and effectively both orally and in writing to management, staff, and public.
16. Take accurate minutes; use a word processor and microcomputer.

Education and Experience

Any combination equivalent to:

1. High school diploma.
2. Two (2) years of college-level coursework.
3. Two (2) years of human resources experience.
4. Advanced computer experience or demonstrated skill, specifically with downloading and transferring data.

Preferred Qualifications:

1. Bachelor's degree in a related area (highly preferred).
2. Two (2) years recent Human Resources experience in public higher education.
3. Complex HR database systems skill and experience.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extended periods of time.
5. Bending at the waist.
6. Lifting, carrying, objects up to 20 lbs.

Hazards:

1. Contact with dissatisfied or abusive individuals.

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