FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity
CONFIDENTIAL Job Description

HUMAN RESOURCES SPECIALIST, FACULTY

SALARY GRADE: C5-11

DEFINITION:

Under the direction of the Vice Chancellor of Human Resources and Affirmative Action, interprets and implements the personnel policies and procedures for faculty personnel. Responsible for the implementation of programs, such as reduced workload, retirement incentive, professional development leaves, early notice incentive, and professional achievement awards. Monitor data input into HRS for faculty personnel.

NATURE AND SCOPE:

The Human Resources Specialist, Faculty Personnel supervises a Human Resources Technician I, and serves as a resource to the campus Human Resources Technician II's.

This position is responsible for resolving faculty assignment issues, and establishing work priorities for support staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Implementation of faculty personnel programs and services.
2. Serve as resource person for contract and policy interpretation, as well negotiations. This includes research and analysis.
3. Provide data to produce budget projections for reduced workload, retirement incentive, professional development leaves, early notice incentive and professional achievement awards.
4. Implement and audit personnel board actions.
5. Oversee process and train staff on column and step placement of faculty.
6. Assists employees to prepare new and/or revised forms for personnel and payroll purposes.
7. Provides information to campus staff regarding fringe benefit programs, including retirement, vacation, and sick leave.
8. Maintains personnel files.
9. Assists campus staff submit appropriate and timely requests and forms for Professional Development leave, Retirement Incentive, Reduced Workload, Early Notice Incentive, Professional Achievement Awards and insures timely submittal to District Office.
10. Monitors and maintains the Human Resource System personnel database and generates management reports as required.
11. Prepares input to computer to ensure accurate paychecks, including budget codes and salaries as well as projections for budget purposes; processes recasts/allocations for correct budget information.
12. Perform annual rollover of positions and creation of assignments for faculty.
13. Prepares faculty portion of Staff Data Report.

14. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Personnel policies and practices; office management; HR data systems.
2. District Human Resources policies, procedures and practices.
3. Part-time faculty employment policies and procedures; compensation practices.
4. FA Contract issues.

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. Learn and interpret specific laws, rules and policies regarding personnel procedures and to apply them with good judgment in a variety of situations.
3. Work independently and make decisions
4. Implement complex and labor intensive procedures and develop systems to track a variety of data within critical timelines.
5. Establish and maintain cooperative relationships with a diverse group of faculty, classified staff, and administrators.
6. Facilitate communication between campus and district offices regarding personnel issues and concerns.
7. Develop and maintain accurate personnel records and files.
8. Analyze situations accurately and adopt an effective course of action.

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.

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 to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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