



HUMAN RESOURCES SPECIALIST, CLASSIFIED AND MANAGEMENT

SALARY GRADE: [C5-11](#)

DEFINITION:

Reporting to the Director of Human Resources, establishes criteria; formulates projects, assesses program effectiveness, analyzes problems, questions or conditions. Maintains position control records and personnel records; provides resources for collective bargaining; audits personnel changes; generates management reports; interprets and implements policies and procedures. Supervises support staff; coordinates meetings; and maintains security for Human Resources Systems (HRS).

NATURE AND SCOPE:

The Human Resources Specialist, Classified and Management, supervises the Human Resources Technicians, Casual Data Entry Clerks, and Student Employees.

This position is responsible for resolving position and assignment corrections, and adjustments; and work assignment of support staff, and work priorities.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Approve all staffing requisitions for management, classified and faculty positions; interpret and implement personnel policies and procedures.
2. Provide resources to the management team for classified negotiations including written summaries, analysis of data, transcription of minutes and making changes to the contract.
3. Generate various ad hoc reports from data downloaded from the VAX.
4. Audit and ensure the accuracy of all personnel changes in Human Resources.
5. Supervise support staff including planning for special projects.
6. Maintain Administrative Achievement Award data and coordinate payment of award.
7. Coordinate Human Resource Systems (HRS) user meetings.
8. Oversee Human Resource System security access including review, recommendation, changes, troubleshooting, and monitoring.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. District personnel rules and regulations, and Board Policy.
2. Collective bargaining agreements.
3. Education code.
4. Fair Labor Standard Act.
5. Public Employees Retirement System.

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. Communicate effectively both orally and in writing.
3. Collective Bargaining skills preferred.
4. Interpret specific laws and regulations regarding personnel procedures.
5. Interact effectively with key college and central services department.
6. Organizational skills.

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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