



HUMAN RESOURCES SPECIALIST, CLASSIFIED AND MANAGEMENT

DEFINITION

Under general supervision, performs a variety of responsible, paraprofessional, and specialized human resources support functions for classified and management personnel, including employee onboarding, salary administration, leaves of absence, human resources information system (HRIS) database administration, training and development; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise technical and functional direction over less experienced staff.

CLASS CHARACTERISTICS

This is a full journey-level specialist classification that has the ability to perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This classification is distinguished from the Human Resources Technician in that the former performs a variety of responsible, paraprofessional, and specialized human resources support functions requiring additional training and/or experience, including HRIS database administration and union contract administration, and may provide technical and functional direction to lower-level support staff.

Employees in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective bargaining positions and/or labor relations strategies.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Serves as a resource to administrators and other campus personnel regarding employment contracts and policy interpretation, as well as negotiations; interprets and explains management and classified leaves, contract changes, and resignation/retirement policies and procedures; and provides retirement information as requested.
- Serves as a resource and provides assistance to administrators, faculty, students, and other campus personnel regarding personnel/employment needs district-wide.
- Provides various human resources data to produce budget projections; reviews and updates classified and management jobs to ensure that work assignments and salaries are accurate for the new fiscal year and the tentative budget.

- Performs annual rollover of positions and creation of assignments for management and classified employees; verifies accuracy of position approval forms and submits to the Board of Trustees for approval; and ensures employees are hired into approved positions.
- Administers HRIS databases; participates in system enhancement and upgrade efforts; conducts unit/system testing; coordinates and provides HRIS training activities to administrators, faculty, students, and other campus personnel; troubleshoots HRIS issues; partners with Educational Technology Services (ETS) to implement integration for HRIS modules; and generates related reports as requested.
- Administers cost of living adjustments; creates, updates, and tests salary tables in HRIS prior to full implementation into production.
- Reviews personnel action forms submitted by campus staff for accuracy and determines whether employee is eligible for the requested action; processes approved personnel action forms and documents; coordinates with payroll regarding payroll deductions and retroactive pay.
- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding employment policies, procedures, and benefits, open enrollment periods, and other information regarding employee benefits.
- Interprets, applies, explains, and ensures compliance with federal, state, and local laws and regulations concerning human resources programs.
- Participates in special human resources projects and programs and prepares annual and ad hoc reports related to assigned functions and programs; coordinates and integrates program services and activities with other agencies and District departments.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; and provides information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Performs classification and compensation functions and responsibilities as needed, including assisting in classification reviews and update of classification descriptions; responds to salary survey requests.
- Provides general administrative support to the human resources function, including preparing correspondence, memoranda, and reports, processing mail, performing data entry, and maintaining schedules and records.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; and purges files as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, policies, and procedures of the human resources function in a public agency setting, including recruitment and selection, salary administration, classification and compensation, and HRIS administration.
- Methods, techniques, and practices of data collection, data entry, and report writing.
- Business letter writing and standard writing practices for correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Independently perform specialized human resources support functions, including employee onboarding, salary administration, leaves of absence, human resources information system (HRIS) database administration, and employee training.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures, and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Use and operate complex HR technology systems and software.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate degree from an accredited college or university in human resources management, business or public administration, or a related field, and three (3) years of technical or paraprofessional human resources support experience in a public agency setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to

communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C5-15

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021