



West Valley - Mission

Community College District

CLASS SPECIFICATION

HUMAN RESOURCES SPECIALIST

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 69

DEFINITION

To perform varied technical duties in a variety of human resources program areas, which may include recruitment and selection, classification and compensation, labor relations and contract administration, benefit administration, and/or employee training and development; and to provide technical support to supervisory and management staff.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Human Resources Specialist class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; and may receive technical and functional oversight from higher-level staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Interpret rules and regulations, contracts, policies and procedures, and apply such interpretation in the performance of assigned responsibilities.

Provide technical assistance to employees, college and district staff, and human resources management on issues related to assigned responsibilities.

Create, organize, and maintain databases in area of assignment; conduct surveys and compile data; perform research and statistical analysis and prepare related reports, manuals and policies.

Coordinate with the finance department regarding position control and/or payroll issues.

Develop, recommend, and implement techniques and practices to improve human resources functions and ensure optimum service levels.

Respond to requests for information from employees and/or the general public over the phone, in person and via e-mail regarding a variety of human resources programs and services.

May act as the administrator for specialized software programs, including the human resources module of the payroll/Human Resources Information System (HRIS) software; assist in developing application of specialized software to improve employee access of employment data.

May assist with the day-to-day operations of the district's employee benefit and insurance plans, including coordinating and monitoring paperwork related to COBRA, Department of Motor Vehicles pull notice, and other programs.

Review and verify personnel action documents, including contracts and employment agreements, salary increases, promotions, transfers, leaves, separations, and specialty pay; input data into the automated human resources system.

Assist with the coordination of recruitments, which may include creating job announcements, posting job announcements on-line, preparing advertisements and targeted outreach materials for mailings, scheduling and coordinating written exams and interviews, preparing testing materials, creating eligibility lists, and developing letters for the candidates.

Assist with the pre- and post-employment processes for new hires, which may include scheduling of preemployment medical examinations, scheduling of new hire orientations with higher level staff, preparing new employee benefit packages, and mailing hire letters to new employees.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of personnel policies and procedures.

Principles and practices of educational organization and administration.

Mathematical and statistical concepts and methods.

Human resources information systems programs.

Pertinent federal, state, and local laws, ordinances, rules, and regulations.

Tools, methods, and techniques of recruitment and selection, benefits administration, and/or classification and compensation plans, depending upon area of assignment.

Ability to:

Review, analyze, and make recommendations to solve administrative problems.

Recognize program needs and develop strategies to implement more efficient systems and procedures.

Perform complex and detailed technical work, including arithmetic calculations, with independence.

Coordinate activities with various college and district departments and divisions.

Accurately analyze and enter data into a human resources information system.

Learn and perform technical and specialized duties in assigned human resources areas.

On a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; observe, identify and problem solve operational and technical policy and procedures; understand, interpret and explain department policies and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Read, interpret and explain pertinent rules, regulations, laws, and bargaining unit contract language.

Maintain detailed and accurate records.

Perform basic mathematical operations; make arithmetic calculations quickly and accurately.

Exercise discretion and tact in resolving confidential, difficult or sensitive issues or situations.

Maintain and manage various human resources databases; train staff and faculty in use of on-line resources as needed.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

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

Experience:

Two years of responsible human resources administrative support experience.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in human resources management, general education, or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Clerical/Secretarial

Date Approved: July 1, 2017

Updated: July 10, 2018