

HUMAN RESOURCES SPECIALIST
JOB DESCRIPTION - CLASSIFIED

POSITION OVERVIEW

The Human Resources Specialist performs difficult and specialized work requiring detailed knowledge of the Human Resources procedures, policies and precedents relative to personnel records, employee recruitment and human resources programs. Performs related duties as required. This class reports to the appropriate manager. This position is responsible for resolving factual or procedural questions and may direct the work of hourly employees and staff in Human Resources.

REPRESENTATIVE DUTIES

- 1) Accepts and reviews hiring documents of new employees;
- 2) Informs district employees about Human Resource regulations, procedures, benefits and forms.
- 3) Serves as liaison between Human Resources and payroll.
- 4) Assumes responsibility for special projects.
- 5) Responsible for appropriate Human Resources items for the human resources docket.
- 6) Researches, compiles and presents data surveys and reports related to assigned group of employees.
- 7) Prepares and types of correspondence.
- 8) Maintains files relative to specialized area of responsibility.
- 9) Serves as reference source to interpret and apply complex personnel laws, policies, procedures and regulations; responds to requests/inquiries from employees, the public and/or outside agencies.
- 10) orders office supplies and forms
- 11) Updates and maintains data on various human resources information systems;
- 12) gives out information at a public counter;
- 13) Answers telephone inquiries;
- 14) Prepares and distributes information on various regulations.
- 15) Composes and distributes a variety of human resources information to staff members.
- 16) Tracks and monitors hepatitis B and tuberculosis testing in compliance with Education Code and Cal-OSHA regulations.
- 17) Notifies employees of need to update work authorizations.
- 18) Oversees fingerprinting and criminal history reports.
- 19) Notifies and monitors employees who must be reprinted;
- 20) Bills the appropriate department for fingerprinting costs and verifies appropriate account numbers are being used; notifies Assistant Vice Chancellor of Human Resources of any employees with criminal history reports.
- 21) Operates office machines, including a computer with appropriate software;
- 22) Reviews independent contractor agreements to meet federal guidelines.
- 23) Responsible for completion and processing of employment documents in accordance with federal and state laws.
- 24) Prepares and is responsible for dissemination and completion of appropriate employment documents;
- 25) Accepts and verifies authenticity of documents for employment eligibility;
- 26) Processes, reviews, tracks, monitors and maintains I-9 authorization forms in compliance with regulations;
- 27) Prepares written and verbal verifications of employment, verifications of work experience and unemployment insurance;
- 28) Processes hiring, changes in salary assignment, terminations, step increases and column changes for academic hourly employees;
- 29) Responsible for notification of required documentation and ensuring compliance with minimum qualifications for faculty;
- 30) Researches and analyzes employee assignments to ensure Education Code and district limitation are not exceeded;

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- 31) Prepares and distributes recruitment material;
- 32) Coordinates the travel arrangements and reimbursement for out-of-town applicants;
- 33) Places ads in defined recruitment areas;
- 34) Participates in recruitment efforts including job fairs;
- 35) Accepts and screens applications in accordance with qualification specifications;
- 36) Assembles and prepares selection packets to be used by the screening and interviewing committees;
- 37) Monitors selection progress and deadlines;
- 38) schedules, administers and maintains assessments
- 39) Maintains and updates the applicant tracking system and human resources website;
- 40) Coordinates the scheduling of interviews and special testing;
- 41) Maintains clerical applicant pool for part-time substitute positions;
- 42) Performs clerical tasks related to assigned area;
- 43) Directs the work of hourly staff and substitutes.

KNOWLEDGE AND ABILITIES

Knowledge:

- 1) Proper English usage, spelling, vocabulary and grammar;
- 2) Basic arithmetic;
- 3) Employee selection systems, affirmative action activities, and employee benefits desirable;
- 4) Office machines, filing systems and records checking;
- 5) Modern office practices and procedures.

Familiarity with: general personnel practices and procedures.

Ability:

- 1) Follow written and oral directions;
- 2) Learn and apply specialized procedures;
- 3) Establish and maintain effective and cooperative working relationships;
- 4) Learn and support other positions;
- 5) Make decisions regarding personnel transactions in accordance with laws, regulations, and established procedures, while recognizing those issues which should be referred to the supervisor or administrator;
- 6) Work independently;
- 7) Operate a variety of office machines including a computer and appropriate software.

MINIMUM QUALIFICATIONS

Any combination of training and/or experience equivalent to an AA degree and three years of progressively responsible office experience, including one year involving some independent responsibility for a human resources program or activity.