



## Job Description

**JOB TITLE:** HUMAN RESOURCES SPECIALIST

**PAY GRADE:** CL 23

**LAST REVISED:** 01/04/2010

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction of the Human Resources Manager, this position performs specialized functions supporting the operations and administrative functions of the Human Resources Department including Recruiting/EEO, Salary Administration, Benefits Administration, Compensation Analysis, Employee Relations, Leave of Absence Program Administration, Workers' Compensation Program Administration and Organizational Development.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Input employment information into District integrated database, including compensation and benefits, for all District employees (full-time permanent, part-time faculty, student and temporary)
2. Compile and maintain records, files, and employment-related reports, including reconciliations, audits, adjustments, historical data, etc. This includes the development and submission of employment-date for Federal, State, and Local agencies as well as Board Agenda items pertaining to employment actions. This may additionally include performing complex analysis of employment data and submitting statistics and trends for executive review.
3. Interpret employment laws and human resource regulations in the areas of benefits, employment policies and procedures, equivalency processing, credentialing, salary schedule movement and various other functions.
4. May evaluate applicant academic background of teaching credentials to determine compliance with minimum eligibility requirements for full-time and part-time faculty and educational administrator positions; determines placement on salary schedule; notifies applicants and employees regarding eligibility for positions.
5. May conduct New Employee Orientation Sessions as well as provide information regarding health and welfare benefits programs, HR/Payroll procedures, and language in the Collective Bargaining Agreements to new employees; this includes ensuring that all required employment documentation is obtained for new regular faculty, management, and classified employees.
6. May evaluate and compute salary adjustments for employees based on range, step, longevity or other changes such as reclassifications and out-of-class assignments; submit data, salary rate and related information to payroll for processing.
7. May perform complex compensation analysis, which includes evaluating and analyzing professional development credits for faculty movement on the salary schedules; researching personnel files and verifying employment, seniority, and/or other factors to determine movement on the classified/management salary schedules. This includes notifying faculty members and other

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employees of their movement on the salary schedules as well as submitting the necessary processing information to payroll.

8. May administer the District's Leaves of Absence Program.
9. May administer the District's Benefit (health and welfare) Program including medical, dental, vision and life insurances, short & long-term disability (STD/LTD) insurance, State Teachers' Retirement System (STRS), Public Employees' Retirement System (PERS) pension programs, EAP, Wellness, 457 & 403(b) annuities.
10. May provide technical assistance to District staff regarding their employment and/or benefit programs. This includes interpretation of CBA rules, employment laws, and new healthcare regulations relating to benefit programs.
11. May coordinate communication of benefits information District-wide; assist new, active, retired, terminated, and COBRA employees with benefit selections, changes, concerns, and various issues related to health benefits program; coordinates open enrollment activities.
12. May review provisions of applicable state and federal laws, collective bargaining agreements, carrier contracts, and board-adopted documents to determine necessary changes required in various benefit programs.
13. May coordinate, interpret, process and maintain Workers' Compensation claims; establish lists of occupational health care providers and hospitals; informs employees of rights and benefits under Workers' Compensation programs; serves as liaison with the District's Workers' Compensation carrier.
14. May develop and/or maintain collective bargaining agreements, salary schedules, employment eligibility and retirement forms, faculty and educational administrator contracts and a variety of other procedural information as required.
15. May provide technical and procedural guidance to staff on recruitment and selection procedures including strategies for outreach and the design and use of candidate selection methods; consults with administrators District-wide on specific recruitment and selection activities.
16. May prepare and distribute position vacancy announcements to newspapers, periodicals, external agencies, web sites, and other areas of access; works with publishing agencies, newspapers, and employment agencies to post and monitor activity relating to job announcements.
17. May accept, control, and process applications for full-time, part-time and temporary positions; reviews applications for required information; develops, maintains and updates applicant mailing lists and provides applicant pools to managers; maintains and updates all recruitment files.
18. May contact successful job applicants for interviews as well as correspond by letter to those not receiving interviews.
19. May provide employment and general information about the District to prospective job applicants, staff and students; this includes compiling and forwarding any special request information to selection committees.
20. May consult with selection committee chairpersons and EEO representatives to develop and prepare rating guidelines for applications, interviews, performance demonstrations, and supplemental materials or processes; this includes organizing and assembling applications, supporting materials, and approved interview/rating guides for selection committees.
21. May monitor the progress of selection committees during screening, assessment, and interviews; this includes facilitating committee processes by scheduling meetings, logistics, candidate testing, and



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communications. May review committee member ratings for consistency and EEO compliance; monitors and resolves problems; discusses exceptions and/or inconsistencies among committee members with the Manager of Human Resources.

22. May monitor employment activities and provides statistical and demographic information on recruitment and employment of full and part-time staff to support EEO analysis; this includes compiling and organizing data on the composition of job applicant pools.
23. May serve as initial contact for the Human Resources office and provides information to employees and the public on Human Resources programs and services; this includes providing employees with information on the Employee Assistance Program, Retirement, Employee Wellness, Leaves of Absence and Short/Long-Term Disability.
24. May train and provide work direction to assigned student workers and temporary help as assigned.
25. May complete and/or participate in salary surveys, benefit surveys and/or employment practice surveys.
26. May administer and analyze employee surveys.
27. May create and maintain personnel files.
28. May complete and/or conduct employment verifications.
29. Operate a variety of office equipment including computers and applicable word processing applications; composes correspondence.
30. Perform related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of a college human resources program.  
Generally accepted personnel management practices, fair employment practices, Workers' Compensation regulations and other laws governing human resources.  
Pertinent academic requirements for faculty and educational administrators.  
Principles and practices of health and welfare benefits administration.  
Insurance contracts and their interpretation.  
Principles and procedures of payroll processing.  
Mathematical principles and practices.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Principles and procedures of record keeping and filing.  
Principles of business letter writing and basic report preparation.  
Methods and techniques of public relations.  
Pertinent federal, state, and local laws, codes, and regulations.

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### **Ability to:**

Analyze academic background information and ensure compliance with established regulations.  
Apply rules for State academic minimum qualifications and teaching credentials.  
Serve as liaison to third party administrator for employee benefits.  
Interpret labor contract provisions and apply salary structures to employee status changes.  
Coordinate and assist employees with the selection and maintenance of, changes to, and issues concerning health and welfare benefits.  
Coordinate, maintain and document group benefits program elements including the set up of employee enrollment services.  
Maintain various insurance and benefit program records and files and prepare required reports.  
Organize office area for efficient customer service and timely document processing.  
Perform mathematical calculations in the determination of payroll.  
Coordinate assigned functions with other District departments as appropriate.  
Respond to requests from the general public regarding District employment practices and procedures.  
Maintain confidentiality of records and sensitive issues.  
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.  
Independently prepare routine correspondence and memoranda.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to completion of the twelfth grade supplemented by college level course work in business administration, human resources or a related field.

### **Experience:**

Two years of increasingly responsible experience in human resources including employment procedures, evaluation of academic background for compliance with State regulations, benefits administration and basic payroll processing functions.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.