

JOB TITLE: Human Resources Specialist
PAY GRADE: CL 23
LAST REVISED: July 2025

*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.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, performs specialized functions supporting the operations and administrative functions of the Human Resources (HR) Department including recruiting and Equal Employment Opportunity (EEO), salary administration, benefits administration, compensation analysis, employee relations, leaves 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. Compiles and maintains records, files, and employment-related reports, including, but not limited to, reconciliations, audits, adjustments, and historical data; enters, edits, and audits employment information in the District's Banner Enterprise Resource Planning (ERP) system; develops and submits employment-data for Federal, State, and local agencies, as well as Board Agenda items pertaining to employment actions.
2. Performs complex analysis of employment data and submits statistics and trends for management review.
3. Administers the District's Benefits (health and welfare) Program including medical, dental, vision, and life insurances, short & long-term disability (STD/LTD) insurance, California State Teachers' Retirement System (CalSTRS), California Public Employees' Retirement System (CalPERS) pension programs, Employee Assistance Program (EAP), wellness initiatives, and Internal Revenue Code (IRC) 457 & 403(b) plans; assists with benefits plan audits, retirement plan testing processes, and tax filings.
4. Facilitates employee benefits processes (health/welfare and disability benefits), coordinates communication of benefits information District-wide; assists and guides new, active, retired, terminated, and Consolidated Omnibus Budget Reconciliation Act (COBRA) employees with benefit selections and enrollment, changes, concerns, claims processes, and other issues related to health benefits programs; coordinates open enrollment activities planning and changes to benefit plan design and implementation.
5. Communicates with insurance carriers and third-party vendors to ensure proper payment and employee statuses are maintained; utilizes carrier and third-party vendor database(s) to track and monitor enrollment claims and communicate employee statuses.
6. Serves as initial contact for the HR Department and provides information on HR programs and services, employment, and the District; provides employees with information and technical assistance regarding their employment and benefits programs, including any new healthcare regulations, employment laws, and the interpretation of Collective Bargaining Agreements (CBAs).

7. Interprets employment laws and HR regulations in the areas of benefits, employment policies and procedures, equivalency processing, credentialing, salary schedule movement, and various other human resources activities; reviews provisions of applicable federal and state laws, CBAs, carrier contracts, and board-adopted documents to determine when, if necessary, changes to policies or procedures are required.
8. Conducts new employee orientation/onboarding sessions; ensures all required employment documentation is obtained for new employees.
9. Develops and/or maintains salary schedules, CBA-related documents, employment eligibility, retirement forms, faculty and educational administrator contracts, and a variety of other procedural information.
10. Administers, analyzes, and completes salary surveys, benefit surveys, and employment practice surveys.
11. Identifies, develops, and administers/facilitates employee training for all relative areas of HR programs and information, including technical and procedural guidance to staff on recruitment and selection procedures, strategies for outreach, and the design and use of candidate selection methods.
12. Completes and/or conducts employment, benefits and other HR program audits and verifications.
13. Prepares and distributes position vacancy announcements to external agencies, web sites, and other areas of access and monitors activity related to job announcements; notifies applicants and employees regarding eligibility for positions.
14. Accepts, controls, and processes applications for full-time, part-time and temporary positions; reviews applications for required information; develops, maintains, and updates applicant lists and provides applicant pools to managers; maintains and updates all recruitment files; consults with administrators on specific recruitment and selection activities; evaluates 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.
15. Contacts job applicants for interviews and notifies those not receiving interviews.
16. Consults with hiring committee chairpersons and EEO representatives to develop and prepare rating guidelines for applications, interviews, performance demonstrations, and supplemental materials or processes; including organizing and assembling applications, supporting materials, and approved interview/rating guides for selection committees.
17. Monitors hiring committees progress during screening, assessment, and interviews, including scheduling meetings, logistics, candidate testing, and communications; compiles and forwards any special request information to hiring committees; reviews committee member ratings for consistency and EEO compliance; monitors and resolves problems; discusses exceptions and/or inconsistencies among committee members and other HR staff.
18. Monitors employment activities and provides statistical and demographic information on recruitment and employment of full and part-time staff to support EEO analysis, including compiling and organizing data on the composition of job applicant pools.
19. Performs complex compensation analysis, including evaluating and analyzing professional development credits for faculty movement on the salary schedules and researching personnel files and verifying employment, seniority, and other factors to determine movement on the classified/management salary schedules; notifies employees of their movement on the salary schedules, as well as submitting the necessary processing information to Payroll.
20. Evaluates and computes salary adjustments for employees based on range, step, longevity, or other changes, including reclassifications and out-of-class assignments; submits data, salary rate, and related information to Payroll for processing.
21. Administers the District's leaves of absence programs, including managing, coordinating, and regulating in compliance with District policies, and federal and state regulations.
22. Coordinates, interprets, processes, and maintains Workers' Compensation claims; establishes lists of occupational health care providers and hospitals; informs employees of rights and benefits under Workers' Compensation programs; organizes trainings; serves as liaison with the District's Workers' Compensation carrier.
23. Oversees the District's ergonomic program; communicates with ergonomic assessors, schedules evaluations, organizes equipment purchases, and coordinates with managers.

24. Oversees the Americans with Disabilities Act (ADA) process, including coordinating the interactive process, exploring reasonable accommodations, documenting, and tracking statuses, and communicating with supervisors and staff regarding standards.
25. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
26. Perform related duties that support the overall objective of the position.

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.
- Principles and procedures of payroll processing.
- Principles and practices of health and welfare benefits administration.
- Insurance contracts and their interpretation.
- Federal, state, and local laws, codes, and regulations pertaining to personnel management and fair employment practices, Workers' Compensation, and other laws governing human resources at an educational institution.
- Collective Bargaining Agreement (CBA) language.
- Principles and procedures of record keeping and filing.
- Principles of business letter writing and basic report preparation.
- Basic mathematical concepts.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading and formatting techniques.

Ability to:

- Analyze academic background information and ensure compliance with established regulations.
- Apply rules for State academic minimum qualifications and teaching credentials.
- Interpret CBA provisions, labor contract provisions, and apply salary structures to employee status.
- 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.
- Maintain insurance and benefit program records and files and prepare required reports.
- Serve as liaison to third-party administrator for employee benefits and other benefits programs.
- Perform mathematical calculations in the determination of payroll.
- Plan and organize work to meet changing priorities and deadlines.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training:

- Equivalent to completion of the twelfth grade or General Educational Development (GED) 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 applicable 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.

Board Approved: July 15, 2025