

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES SPECIALIST

BASIC FUNCTIONS:

Under direction of the Director of Human Resources/EEO, perform a variety of technical duties related to the employment, recruitment, payroll and record maintenance of the District's faculty, instructors and temporary; prepare, process and maintain technical data and documents in accordance with established District policies and State and federal regulations concerning personnel administration.

REPRESENTATIVE DUTIES:

Perform responsible and technical duties related to administration of the personnel program for part-time faculty and temporary employees of the District; establish and maintain a variety of records and files; enter and update information using automated equipment.

Process and record technical data, reports, contracts, surveys, records and other documents related to human resources programs and requirements; compose business correspondence related to assigned functions.

Communicate with employees, supervisors and administrators concerning personnel policies and procedures, legal requirements and personnel actions as pertains to part-time faculty; obtain and provide information and resolve technical issues related to assigned functions.

Provide information and resolve technical issues related to assigned functions.

Assure compliance with a variety of District policies and State and federal guidelines, laws and regulations concerning personnel administration; interpret, apply and explain applicable laws, regulations.

Perform a variety of specialized duties specific to temporary and part-time payrolls; calculate hours as necessary; communicate with payroll staff regarding complex or unusual situations.

Evaluate applicant transcripts in relation to minimum qualifications for vacant positions according to District policies and applicable regulations; interpret hiring policies and make initial recommendations; review the employment status of new hires and continuing temporary personnel.

Maintain a variety of files, records and lists related to temporary and part-time personnel and job applicants; process forms and documents regarding employee status; prepare and submit agenda items for Board actions as required.

Maintain and coordinate the Management Information Systems (MIS) Staff Data reporting process; enter and update information; monitor changes to the system and assure human resources master files are changed accordingly.

Maintain current knowledge of federal and state laws, local and college regulations, policies and guideline which affect programs, application processing and eligibility requirements.

Operate a variety of office equipment including computer terminal, microcomputer, printer, copier, calculator, typewriter, facsimile machine and others.

Assist in the overall administration of the human resources function; receive and assist visitors; answer and route telephone calls to appropriate personnel or department.

Provide work direction and guidance to student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in personnel and benefits administration.

Recruitment and placement of temporary and part-time employees.

Applicable sections of State Education Code and other laws, rules and regulations involved in assigned personnel activities.

District personnel policies and procedures related to hiring and employment of faculty and instructors.

Oral and written communication skills.

Math skills sufficient to make payroll calculations and adjustments.

Interpersonal skills using tact, patience and courtesy.

Recordkeeping techniques using automated equipment.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

ABILITY TO:

Perform a variety of technical duties related to the employment, recruitment, benefits and records for the District's faculty, instructors, temporary and part-time personnel.

Interpret, apply and explain rules, regulations, policies and procedures related to personnel administration.

Develop and maintain confidential personnel records.

Provide information and assistance to employees, supervisors and administrators.

Research and compile data and generate complex reports, correspondence and documents.

Make payroll calculations and adjustments quickly and accurately.

Review and evaluate job applications, transcripts and resumes to determine whether applicants meet established minimum qualifications.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and relate well with the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District employees, job applicants and the general public.

Operate a variety of office equipment including a computer terminal.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and coordinate timelines with others.
Work independently with a minimal direction.
Plan and organize work.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college level coursework in human resources management, public administration or related field and two years of increasingly responsible clerical experience involving public contact, records maintenance and operation of microcomputer using word processing, spreadsheet and data base management application software.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Work may involve some travel to other campus locations to conduct work.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, reach with hands and arms, speak clearly and distinctly to ask questions and provide information, hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.