

HUMAN RESOURCES SPECIALIST

DEFINITION

Under general supervision, performs a wide range of complex and responsible duties in support of District human resource management programs. Human Resources Specialists are responsible for major complex level transactions and specialized duties and for a variety of human resources related programs as assigned (i.e., employee medical leave processing and tracking, Equal Employment Opportunity, disability accommodations, recruitment and selection, verification of employment, authorization and employee on boarding, web page updates, and process improvement). The incumbent is regularly responsible for coordinating with Human Resources staff and divisions and departments to complete a variety of projects in order to improve Human Resources programs and services. The Human Resources Specialist position requires access to confidential information that is used to contribute significantly to develop management positions in collective bargaining.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Human Resources Director.

CLASS CHARACTERISTICS

The Human Resources Specialist is a Confidential classification that performs a wide variety of complex and responsible paraprofessional-level duties involving a wide range of human resources programs and projects as assigned. Incumbents are expected to independently perform job assignments using detailed knowledge of professional practices and District human resources policies and procedures and labor contract provisions. The Human Resources Specialist position classification is distinguished from Human Resources Technician in that incumbents in the former class independently perform more complex, challenging and responsible specialized duties requiring more extensive knowledge of professional human resources practices and District policies and procedures. Human Resources Specialist is distinguished from Human Resources Analyst in that incumbents in the latter class perform a wide range of highly complex and responsible duties involving the full scope of human resources programs, and have lead responsibilities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Perform a wide variety of complex and responsible specialized duties and assignments involving a wide range of human resources programs and projects as assigned, including recruitment, employment, onboarding, employee leaves, equal employment opportunity, online employment application system and employment web pages, classification and compensation, salary schedules, retirement, TB clearance, Livescan clearance issues, subpoenas, EDD (Unemployment), verifications of employment, and HR Web pages, etc.
- Perform independently or assist HR Analyst(s) with complex projects, as assigned, that involve researching, compiling, analyzing, summarizing, and transforming data into useful information for reports, court cases, employment/labor negotiations, and other decision-making activities. Work with Information Technology, Payroll, Fiscal Services and other departments to coordinate and schedule work meetings as necessary.
- Coordinate or serve as a technical expert for the human resources employee leaves program, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), military, personal and other employee leaves; provide appropriate information and all legally-required notices to employees regarding available

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provisions and rights; ensure appropriate return-to-work certification; and coordination or schedule return-to-work meetings as needed.

- Assist in researching and responding to government agency complaints, including California Department of Fair Employment and Housing Commission (DFEH), Equal Employment Opportunity Commission (EEOC), and the Department of Labor (DOL) hearings.
- Perform or assist in the compiling, organizing and analyzing of documentary evidence from multiple sources, as assigned, for workplace investigations and investigative reports, proposed disciplinary actions, responding to grievances, or responding to State and federal government agencies, administrative hearings and mediations.
- Assist in or coordinate the reasonable accommodation interactive process required through FEHA and ADA, including reviewing and analyzing requests for modified duty and reviewing medical documentation for temporary or permanent functional limitations and/or work restrictions.
- Assist employees and management with the interpretation and correct application of District policies, procedures, and programs; provide advice and assistance regarding employment issues; perform preliminary investigation into employee concerns or complaints as necessary.
- Assist in the District's training activities in support of EEO programs (discrimination, harassment (including sexual), retaliation, ADA/FEHA Compliance, etc.), including identifying training needs, arranging for training presenters, working with trainers to ensure the District's needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aids and other materials as necessary; maintain training logs and records of completion.
- Analyze complex faculty salary placement cases, including reviewing transcripts and related work experience, and make recommendations to the Vice President of Human Resources as to the appropriate placement on the Faculty Salary Schedule.
- Update and maintain District salary tables; perform or coordinate the entry of salary increases for affected employees as necessary.
- Oversee the maintenance and performance of the online employment application system; identify and communicate technical problems and solutions to appropriate parties; obtain, compile, and analyze statistical information and data from the system or service provider, and transform data into useful reports as assigned; provide or coordinate the training of employees on system updates.
- Effectively use the key functions of the District's HRIS; retrieve, generate, compile, and analyze information or statistical data from the system, and transform it into useful reports as assigned.
- Perform duties in support of the District's recruitment and selection processes as assigned.
- Assist in the development and implementation of new or updated operational procedures to enhance workflow and program effectiveness.
- Assist in the development, implementation, distribution, maintenance of human resources forms and instructions; assist employees with human resources operational procedures as needed.
- Perform preliminary investigation and research into employee concerns and issues relating to salary placement, compensation, classification, and other related employment issues.
- Interpret, advise, and consult with faculty, department heads, administrators and staff regarding institutional hiring and employment policies, and human resources programs and processes.

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- Prepare regular correspondence and other forms of communication independently or as instructed.
- Maintain currency in the full range of human resources programs and topics, pertinent to the assigned areas of responsibility.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of human resources in an educational or public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration; training and development; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Automated employee leave management programs or systems.
- Functionality of an integrated database system (such as Banner, PeopleSoft, Datatel, etc.).
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Conduct complex research projects involving a wide range of human resources topics; evaluate alternatives and make sound recommendations; and, prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively use the key functions of an HRIS; retrieve, compile, and analyze statistical information and data from the system, and transform data into useful reports as assigned.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

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- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; maintain accurate files and records.
- Operate modern office equipment including computer equipment and specialized software applications.
- Use English to communicate effectively, both orally and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships.

Education and Experience:

A combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from a regionally accredited college or university; and three (3) years of complex technical human resources experience.

OR

Equivalent to an Associate's degree from a regionally accredited college; and five (5) years of complex technical human resources experience.

Preferred Qualifications:

- Human Resources experience in an educational or public agency setting.
- A Bachelor's degree from a regionally accredited college or university in a human resources related field.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.