

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES SPECIALIST (CONFIDENTIAL/SUPERVISORY)

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

SUMMARY DESCRIPTION

Under general supervision, perform a variety of complex technical and specialized clerical duties in support of Human Resources in the areas of recruitment, employment and employee relations; interpret and apply policies and procedures as well as state and federal regulations to ensure compliance; and provide administrative and clerical support to administrative staff.

This is a confidential class designated by the Board of Trustees of the Chabot-Las Positas Community College District under authorization of Chapter 10.7, Section 3540.1 of the Government Code.

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 duties not listed, but within classification.

1. Perform a variety of complex technical and specialized clerical duties in support Human Resources Division including in the areas of employment, and employee relations.
2. Assure compliance with a variety of District policies and procedures as well as state and federal guidelines, laws, regulations, and collective bargaining agreements concerning human resources management.
3. Serve as primary contact for assigned area within the Human Resources office; serve as a liaison with outside agencies and vendors regarding problems, issues, and concerns; answer questions and provide policy and procedure information to employees and the public related to Human Resources programs and services.
4. Assist in collecting, assembling, and tabulating statistical records and a variety of data including data related to District employees and Union requests
5. Accurately maintain human resources database including employee information; maintain information regarding qualifications, position, work assignment and responsibilities, and performance information; maintain demographic information for active employees and retirees.
6. Assist with updating forms, contracts, and procedure manuals; coordinate the distribution of materials including posting on Human Resources Services website.
7. Research and prepare a variety of documents including reports, letters, and other memoranda; maintain a variety of documents according to established procedures; prepare and maintain human resource files for retention according to established procedures.
8. Process new employees; review and process personnel action requests and prepare for Board approval process; enter information into the human resource information system (Banner Human Resources Module), ensuring all pertinent and mandated information needed to establish new employee is provided; create and maintain personnel files; prepare employment reports.
9. Conduct new employee orientations; collect and disseminate required payroll or other personnel documents; provide information regarding human resources procedures, and District handbooks and agreements.
10. Process verifications of employment including preparing letters and responding to phone inquiries.

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11. Assist with receptionist duties including greeting visitors, answering inquiries, and screening and routing incoming telephone calls.
12. Operate a variety of office equipment including computers and applicable word processing applications; compose correspondence.
13. Assist with special projects and preparation for special events and job fairs as requested.
14. Perform related duties as required.

MINIMUM 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:

Fundamental principles and practices of human resource administration including in the areas of employment and employee relations.

Policies and procedures related to Human Resources integrated computer system.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Interpersonal relationship skills using tact, patience, courtesy and diplomacy.

English usage, spelling, grammar and punctuation.

Principles and procedures of record keeping and filing.

Basic mathematics.

Principles of business letter writing and basic report preparation.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a variety of technical and paraprofessional duties related to the human resource function.

Provide technical training, information and assistance to others concerning human resources laws, policies and procedures.

Ensure proper completion and verify accuracy of various forms and documents.

Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Plan, organize and prioritize work in order to meet schedules and timelines.

Maintain current, accurate and confidential records and files.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Prepare a variety of comprehensive and statistical reports.

Understand and follow oral and written instructions.

Learn and apply specific rules, regulation and policies and procedures of the department and Human Resources integrated computer system.

Work confidentially with discretion.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

An Associate's degree or 2 years of related college level course work.

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Experience:

Two years of increasingly responsible technical experience in human resources.

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; extensive interaction with the public and staff at all levels of the organization.

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 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.

8/22/06

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Confidential