

College of the Redwoods

Position Description

Position: Human Resources Specialist (Conf)	Position Number:
Department/Site: Human Resources	FSLA: Non-exempt
Reports to/Evaluated by: Director & Chief Human Resources Officer	Salary Grade: 119

Summary

Performs a variety of technical and advanced clerical work in the human resources area of support, analysis of credentials, HRIS administration, job classification and description, employee communications, maintenance of personnel files, and the writing and typing of reports relating to federal and state mandates and programs.

Essential Duties and Responsibilities

- Serves as a first point of contact for the Human Resources department. Conveys information about the College, programs, and careers, forwarding other inquiries to the appropriate resource.
- Provides a variety of human resources related information to staff and the public on personnel policies, rules and regulations. Assists staff with common benefits or related questions. Refers difficult inquiries to the Payroll Manager or Director.
- Works with Human Resource personnel to track flex requirements, evaluations and TLUs for all faculty including associate faculty.
- Assists with ensuring applications for employment for faculty and associate faculty meet minimum qualifications.
- Assists with Human Resources New Hire Orientations for all constituent classification groups.
- Works with Human Resource personnel on preparing associate faculty contracts and preparing paperwork for payroll transmission on a timely basis.
- Maintains and updates all classified and/or credentialed personnel files; maintains seniority lists.
- Receives and responds to oral and written requests for information of a specialized or confidential nature, utilizing discretion and judgement in explaining regulations and procedures. Attends and records confidential proceedings connected with collective bargaining and employee relations matters.
- Assists with processing temporary and student workers, requisitions and new hire paperwork. Enter wage records for temporary & student workers.
- Assists with the recruitment, hiring and processing of assigned groups of employees and substitutes. Coordinates logistics and other hiring activities to support the Director.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires a working knowledge of generally accepted personnel management practices, including fair employment practices and laws. Requires working knowledge of the policies and procedures used in the elementary and secondary school environment. Requires a working knowledge of recruitment and employment techniques, methods, and procedures including those for assuring equal employment opportunity. Requires a basic knowledge of the features of job classification, payroll procedures, and employee benefit plans. Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires sufficient math skills to compute sums, averages, products, and quotients. Requires sufficient human relation skills to convey technical concepts to others, to deal with private information, to give instructions, and to facilitate discussions in individual settings. Requires language, grammar, and writing skill to prepare professional correspondence, position advertisements, and informational brochures.

▪ Abilities

Requires the ability to carry out all aspects of the position. Requires the ability to interpret the policies, procedures, techniques, and rules governing human resources in education. Requires the ability to achieve harmony and cooperation in communications with others. Requires the ability to prepare professional correspondence for routine communications. Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity. Requires the ability to maintain up-to-date files and ensure security and confidentiality of employee information.

▪ Physical Abilities

Position involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials (under 20 pounds). Requires visual acuity and depth perception to recognize words and numbers; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

▪ Education and Experience

Requires completion of a two-year degree in human resource management, business, or related field and a minimum of two years of experience in a human resources or employment office, preferably in an educational setting. Other combinations of education and experience may substitute.

▪ Licenses and Certificates

May require a valid driver's license.

▪ Working Conditions

Work is performed indoors where minimal safety considerations exist.

