

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: HUMAN RESOURCES SPECIALIST**

**O173.100**

**BASIC FUNCTION:** Under the direction of the assigned Administrator, performs a wide variety of complex or specialized tasks requiring the use of independent judgment and initiative in support of the District's Human Resources Information System (HRIS), employee processing, recruitment and selection activities, processes related to Affordable Care Act (ACA) compliance and the maintenance of personnel records and files. This position requires a definable body of knowledge and skills.

This is a confidential position as defined in the Government Code, Section 3540.1 "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his/her employer-employee relations.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*)*

- \*1. Responds to inquiries and provides information and assistance regarding staffing vacancies, application procedures, selection processes and Human Resources policies and procedures.
- \*2. Receives, processes and maintains all personnel actions and requisitions for filling authorized District vacancies; enters data into the District's automated system for circulation and accurate tracking.
- \*3. Coordinates the activities related to advertising and posting for all authorized staffing vacancies; uses applicant tracking system to prepare and post District job announcements and seeks approval; coordinates advertisements on various websites and in various publications; maintains accurate records for advertisements placed.
- \*4. Reviews submitted applications for completeness and minimum qualifications; assembles, coordinates and reviews screening criteria and interview materials with hiring committees for accuracy and job-related appropriateness; ensures compliance with established rules and regulations; initiates correspondence to applicants and Selection Committees.
- \*5. Organizes and coordinates the screening and interviewing processes with Selection Committees; provides Selection Committees with approved screening criteria and interview materials; trains Selection Committee members in the use of the applicant tracking system; schedules interviews; establishes time allotments; secures materials necessary to complete the processes; reviews and closes out recruitment files.
- \*6. Assists with maintaining employee and payroll files for student employees in the District's HRIS according to established procedures; Assists with coordination of filing room activities, ensuring compliance with records retention and disposal.
- \*7. Assists with maintaining records for compliance with evaluation procedures for classified and management employees.
- \*8. Compiles and tabulates statistical data; compiles information from various sources and prepares appropriate forms, schedules, reports and lists.
- \*9. Develops, processes, prepares, files and/or distributes various forms, records and reports related to Human Resources operations. Assists with processing employment verifications. Assists and provides employment records to Federal, State and local auditors.
- \*10. Maintains and keeps accurate records, documentation and files on job-related processes; maintains compliance with Equal Employment Opportunity policies and procedures, CA Education Code and other applicable statutes and District policies.
- \*11. Performs special projects within assigned areas of responsibilities; prepares reports as requested.
- \*12. Performs various administrative/clerical duties including but not limited to preparing, typing, updating, monitoring and maintaining a variety of correspondence, forms, reports, records, schedules, lists and files according to established procedures; performs complex calculations and technical data entry; verifies and posts information as necessary to assure completeness and accuracy.
- \*13. Assists with personnel matters for placement on the personnel consent agenda for the meeting of the Board of Trustees; processes Board items following Board approval.
14. Attends and participates in meetings and trainings as required.
15. Serves on a variety of District committees as requested.
16. May perform other duties as assigned within the scope of the position.

## **MINIMUM QUALIFICATIONS:**

### **● EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent\*;
- Graduation from High School or the equivalent\*\*;
- One (1) year of experience working in Human Resources directly related to the duties and responsibilities of this class.

\* Associate's Degree education equivalency equals two years of increasingly responsible work experience for each full year (24-30 units) of college.

\*\* High School education equivalency equals an adult education diploma or four (4) years of full-time, paid work experience.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**
  - N/A

**DESIRED QUALIFICATIONS:**

- An Associate's Degree or college coursework in Human Resources or a related field.
- Evidence of superb customer service skills.
- Proficiency in Microsoft Outlook, Word and Excel skills.
- Familiarity with Datatel/Colleague or another Human Resources Information System (HRIS).
- Familiarity with NeoGov or another applicant tracking system.
- Experience in public education.

**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)**

**Knowledge of:** District policies, rules, regulations and procedures; current technology in office equipment and methods including filing and computer systems and applications; letter and report writing; receptionist and telephone techniques; methods, practices, terminology and procedures used in a Human Resources Department; recruitment processes, salary placement, and new employee processing; applicable sections of State Education Code and State and federal laws, codes, and regulations concerning employee recruitment, placement, and record keeping.

**Ability to:** learn and interpret rules, regulations and policies and procedures regarding department activities; learn and understand collective bargaining agreements where related to position functions; greet the public and District staff respectfully and respond intelligently to questions regarding policies and procedures and Human Resources processes; communicate clearly and effectively in both oral and written formats; comply with stringent confidentiality requirements; exercise tact in dealing with sensitive issues and situations; perform responsible clerical work with speed and accuracy; utilize Keyboarding skills commensurate with the required functions for this position; accurately gather and compile information; prepare clear and concise records and reports; establish and maintain databases and spreadsheets; maintain records accurately and with confidentiality; work independently and within a team environment with an emphasis on detail management, organization and completion of work according to established deadlines; make routine, independent decisions; independently compose correspondence and reports; use problem-solving skills; operate a variety of office equipment including a computer; make required mathematical calculations accurately and rapidly; follow oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work; work effectively with diverse populations.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May provide technical direction to clerical and student employees.

**PHYSICAL EFFORT:**

Normal office environment. May require frequent walking and some light to moderate lifting (20-50 pounds).

**CONTACTS:**

Faculty, staff, administrators, student and the general public.

**WORKING CONDITIONS:**

Normal office environment.

**NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.