



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Human Resources Specialist (Confidential)	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input checked="" type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	C19	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Associate Vice President of Human Resources or Designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Human Resources Specialist (Confidential) performs a broad range of professional Human Resources generalist work and analyses in support of the District's academic and classified Human Resources functions; and other related duties as assigned.

Incumbents serving in positions assigned to this class have, in the regular course of duties, access to, and may possess information relating to, the employer's employer/employee relations.

The Human Resources Specialist is the advanced working level classification among the Human Resources Division support staff series. The incumbent has extensive contact with the public and staff requiring Performance of duties requires a working knowledge of federal, state and District policies, Education Code, Labor Code, Public Employees' Retirement Law, Teachers' Retirement Law, collective bargaining contract provisions, the organizational structure, and the ability to maintain confidentiality. In addition to performing difficult and complex human resources work, the Specialist is responsible for reviewing and coordinating the work of professional Human Resources staff.

TYPICAL DUTIES

Essential Functions:

- Prepare and maintain a variety of personnel related information, statistics, and documentation such as recruitment files, personnel files, department reports, collective bargaining, and other reports.
- Research information and provide input to the Associate Vice President of Human Resources on a variety of Human Resources related matters; prepare reports and correspondence as needed.
- Assist in the resolution of difficult employment issues and complaints and recommend corrective action.

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- Provide information and documents for the collective bargaining process; participate in contract negotiations and maintain collective bargaining agreements.
- Maintain Human Resources administrative policies and procedures.
- Interpret, explain, and apply the California Education Code, Federal and State laws, and District policies, procedures, and regulations.
- Prepare and disseminate employment contracts for faculty and management employees, input faculty load compensation in to the District's software system.
- Verify initial employee salary placements, maintain and process employee salary information, and enter information in to the District's software system, and provide related documentation to the employee and appropriate departments.
- Perform complex technical duties preparing and processing a variety of confidential information including, but not limited to, salary analysis, upward mobility, reclassifications, and various legal and compliance issues.
- Assist in oversight of the day-to-day activities of the office to assure efficient and effective office operations.
- Oversee recruitment and selection processes; assure compliance with county, state, and federal regulations and guidelines concerning Human Resources administration.
- Oversee activities related to classification, salary placement, and orientation for new employees.
- Work with departments to assess and improve organizational structures for effectiveness; develop new classifications by analyzing relevant job functions, reporting relationships, and job qualifications.
- Plan and conduct classification studies to determine appropriate duties, responsibilities, classification, and allocation of positions; write and revise job descriptions as necessary.
- Research, summarize, and analyze comparative salary data, make salary range recommendations, and conduct studies of internal class compensation relationships.
- Conduct confidential reference checks with individuals, companies, organizations, and public agencies using tact, discretion, and analytical ability to assist in determining potential applicants' suitability for employment.
- Prepare personnel-related Board actions in accordance with established formats and timelines; prepare, compile, and organize appropriate background materials for open and closed sessions of the governing board meetings.
- Train and instruct human resources staff in established methods and procedures.
- Coordinate and review the work of HR staff and students.

EMPLOYMENT STANDARDS*Knowledge of:*

- Methods, practices, terminology, and procedures used in Human Resources administration.
- Recruitment and salary placement of employees.
- District policies, procedures, legal requirements, and other applicable regulations impacting Human Resources administration.

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- State and federal laws, codes, and regulations concerning Human Resources administration, including equal employment opportunity, workers' compensation, and COBRA.
- State minimum qualifications for Faculty, administration, and other academic positions.
- Research methods, report writing, and proofreading techniques.
- Reclassification principles and procedures.
- Duties performed in a variety of occupational fields.
- Specific guidelines for selection compliance.
- Technical aspects of processing new employees and maintenance of employee's files.
- Fingerprinting techniques, regulations, policies, and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- District personnel policies and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Recordkeeping and office organization methods.
- District organization, operations, policies, and objectives.
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software.

Ability to:

- Operate a variety of office equipment such as a computer, calculator, copy machine, and scanning devices.
- Use various computer programs necessary for record keeping and databases.
- Utilize the District's integrated software in performing the required duties of the position.
- Coordinate and assist with planning of operational activities in the Human Resources office.
- Coordinate, plan, manage, and perform a variety of complex technical duties related to the employment, recruitment, benefits, and records for the District's personnel.
- Perform complex technical duties preparing and processing a variety of confidential information.
- Manage, coordinate, plan, and perform complex analytical research.
- Manage and coordinate district fingerprinting program.
- Perform complex assignments independently.
- Research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
- Manage numerous assignments with close attention to detail, schedules, and deadlines simultaneously.
- Provide administrative support services to the Associate Vice President of Human Resources to accomplish the objectives of the department.
- Assure compliance with a variety of complex government regulations.
- Learn new procedures, files, systems, and equipment including utilization of data processing systems.
- Research and prepare position descriptions.
- Learn, interpret, apply, and explain rules, regulations, policies, and procedures.
- Develop and maintain confidential personnel records.

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

QUALIFICATIONS

Education and Experience Required:

- Any combination equivalent to: associate’s degree in Human Resources, Business Management, Business Administration, Public Administration, or related field.
- 3 years of increasingly responsible Human Resources or related experience.
- Or an equivalent combination of education and experience.

License and Certificates:

- Possess typing certificate demonstrating at least 50 wpm.
- Valid driver’s license and eligible to obtain California driver’s license upon hire.

APPROVALS

Date Created/Revised:	10-02-18
Cabinet Reviewed:	10-02-18
Board Approved:	10-17-18

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)