

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED DESCRIPTION**

JOB TITLE: Human Resources Specialist I

BASIC FUNCTION: Under the supervision of the area Manager, performs a variety of routine clerical work related to opening and distributing mail, ordering supplies, filing, and data entry.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Answers inquiries and complaints and gives out proper information, explaining regulations and procedures and arranges appointments as needed.
2. Initiates, composes/prepares correspondence, memos, contracts, and reports independently or from oral/written instruction; prepare and type a variety of documents, including material of a confidential nature.
3. Accepts applications; keeps personnel inventory, or other types of specialized records.
4. Scores math and keyboard tests.
5. Orders, stores, and maintains office supplies and equipment; schedules maintenance; prepares and processes purchase requisitions according to approved procedures.
6. Performs a variety of duties such as duplicating and shredding; verifies information received, checks for problems, errors or discrepancies and makes appropriate adjustments to records.
7. Maintains personnel files and records related to hiring, reclassification, professional growth, and personnel actions.
8. Inputs employee/applicant data into computer.
9. May provide work direction work to clerical personnel as directed.
10. Receives, opens, stamps and routes mail and identifies and refers matters to the appropriate staff member in order of priority.
11. Screens visitors and telephone calls, giving information where judgment, knowledge and interpretation of District policies, procedures and Federal and State regulations are necessary.
12. Distributes materials and reports related to the personnel function of the District as directed.
13. Assists with the processing of employment forms for new certificated and/or classified employees.
14. Assists Human Resources Specialist II in performing a variety of clerical duties.
15. Prepares, produces, distributes, and tracks performance evaluation for all regular and probationary classified/confidential employees.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Two years of varied clerical and typing experience are required. Personnel experience is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Modern office methods, software, procedures, and equipment.

ABILITY TO: Operate adding, copying, and other office machines; spell correctly and use good English; perform a variety of clerical duties; make comparisons and computations quickly and accurately; index and file; keyboard at a speed of not less than 45 net words per minute; establish and maintain effective relationships with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, vendors, account representatives, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.