

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Human Resources Generalist

BASIC FUNCTION: Under the direction of the Area Manager, performs skilled technical level responsibilities in Human Resources and Employee Relations in accordance with District Policy, Federal and State laws/regulations, strategic planning, goals and committee assignments; maintains the integrity and reporting of the recruiting process.

PROVIDES WORK OR LEAD DIRECTION TO: Assigns and reviews work of personnel, short-term non-classified and/or student employees.

REPRESENTATIVE DUTIES:

1. Plans, schedules, and performs a variety of work related to the assigned functions of the office, including academic, classified, and EEO matters.
2. Screens visitors and telephone calls, giving information where judgment, knowledge and interpretation of District policies, procedures, and Federal and State laws and regulations are necessary.
3. Composes correspondence on a variety of matters with a minimum of instruction.
4. Prepares, produces, and distributes materials and reports related to the personnel function of the District under the direction of the Area Manager.
5. Maintains and scans District personnel files and records related to hiring, reclassification, professional growth, and personnel actions.
6. Maintains a working relationship with various, administrators, faculty and staff to schedule and facilitate appointments, interviews and meetings.
7. Coordinates and facilitates the recruitment process, including developing job announcements, advertising, participating in interviews as the DHR representative, preparing and maintaining recruitment files.
8. Prepares, maintains and archives recruitment and personnel files.
9. Schedules and facilitates interviews and contacts candidate with recruitment status.
10. Travels to various off-site locations for meetings and/or interviews, trainings and presentations.
11. Ensures classified/confidential employees, full-time and permanent part-time meet minimum qualifications as outlined in the posted job description and that academic employees meet minimum qualifications for faculty in accordance with the Chancellor's office guidelines California Ed Code and/or Title V.
12. Conducts references and background checks.
13. Performs Live Scan fingerprinting for the District and monitors fingerprint results.
14. Compiles and prepares a variety of reports using multiple software applications.
15. Prepares, reviews and distributes part-time faculty evaluation reports in accordance to CTA collective bargaining agreement and assures proper updates in database.
16. Prepares Board actions from own knowledge or under direction.
17. Prepares and transmits salary information to payroll office; gathers and records information for salary movement of employees.
18. Completes verification of employment requests.
19. Prepares employment forms for academic, classified and non-classified employees.
20. Participates in Strategic planning committees and assignments for the Diversity and Human Resources Department.
21. Enters employee information and maintains accurate records in multiple computer application systems.
22. Evaluates part-time faculty transcripts and occupational/professional experience to determine qualifications are in compliance to teach various academic or vocational disciplines.
23. Participates in New Employee Orientation, facilitates and provides District presentations and trainings.
24. Provides preliminary information to the equivalency committee on equivalency requests for potential and/or current part-time faculty.
25. Maintains employee entertainment discount program and provides information on District intranet as assigned.
26. Participates in District-provided in-service training programs.
27. Maintains a friendly and supportive atmosphere for students, faculty, staff, and the public.
28. Performs other related duties, as assigned.

EDUCATION: Associate's degree or 60 units of college coursework from an accredited institution is required. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full-time experience equaling 30 semester units of college.

EXPERIENCE: A minimum of three years of full-time experience in a professional level position in the area of human resources or a related field is required. Experience in higher education is preferred.

LICENSES/CERTIFICATIONS: Must be eligible for certification through the Department of Justice Fingerprint Rolling Certification Program to roll applicant fingerprint impressions for licensure, certification, and employment purposes. Must have a valid California Driver's License.

KNOWLEDGE OF: Principles and practices of human resources administration. Employment processing; recruitment and selection processes, customer service principles; Federal, state and local laws and regulations applicable to human resources operations and community colleges (EEO, FLSA, labor code). Knowledge of equipment and resources of a modern office including information systems and human resources software, including online applicant tracking systems, software packages for personnel, word processing, spreadsheets and databases.

ABILITY TO: Use independent judgment to interpret, apply and communicate District Diversity and Human Resources policies and procedures, applicable education and government code provisions and federal, state, local laws and regulations. Identify effective recruitment strategies for difficult to fill positions; gather and analyze data; learn on-line application system framework and capabilities; prepare and edit reports and other materials; compose letters independently; communicate effectively with officials, administrators, faculty members, employees, students, and the public; apply customer service principles to interactions at all levels; learn and apply techniques of training; compile and maintain accurate and complete records and reports; keyboard at a speed of not less than 50 net words per minute; adapt to changing priorities in a high demand work environment; establish and maintain effective interpersonal relationships with others. Learn education code, government code and Title V; labor relations and collective bargaining processes, classification and pay, training, benefits administration. Acquire the knowledge of California Community College Minimum Qualifications for Faculty and Administrators. Serve as a resource to other DHR Staff in the day-to-day functions of the office. Establish and maintain working relationships with external academic institutions for staff development and professional growth.

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, District administrators, faculty, staff, students, external agencies and the general public.

WORKING CONDITIONS: Normal office environment with periodic driving to offsite locations to conduct District business is required.

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.