

HUMAN RESOURCES SPECIALIST

BASIC FUNCTION

Performs a variety of routine clerical work in support of the Human Resources and Employee Relations (HRER) Office operations and activities, including classified and confidential evaluations, personnel recordkeeping, data entry, and related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Human Resources series is responsible for independently performing specialized duties supporting the HRER Office. Employees at this level exercise judgment and initiative in their work, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Answers inquiries and complaints and gives out proper information, explaining regulations and procedures and arranges appointments as needed.
2. Initiates, composes, and prepares correspondence, memos, and reports independently or from oral/written instruction; prepares and types a variety of documents, including material of a confidential nature.
3. Assists with the processing of employment forms for new certificated, classified, and/or volunteer employees; maintains personnel records or other types of specialized records for retrieval, scanning, and storage.
4. Processes subpoena requests for copies of employee personnel and/or medical records.
5. Prepares notifications, sends reminders for expired tuberculosis (TB) tests, and updates system when TB tests have been completed.
6. Performs Live Scan fingerprinting and notifications to the Department of Justice for employees no longer employed with the District.
7. Performs a variety of duties such as scanning, duplicating, and document retrieval; verifies information received, checks for problems, errors, or discrepancies, and makes appropriate adjustments to records.
8. Receives, opens, stamps, and routes mail and identifies and refers matters to the appropriate staff member in order of priority.
9. Screens visitors and provides information where judgment, knowledge, and interpretation of District policies, procedures, federal and state regulations, and collective bargaining agreements are necessary.
10. Prepares, produces, distributes, and tracks performance evaluations for all regular and probationary classified/confidential employees.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly and supportive atmosphere for students, staff, faculty, and the public.
13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of human resources administration.
2. Knowledge and proficiency in the utilization of standard office software programs (e.g., Microsoft Word, Excel, Access, and PowerPoint).
3. Standard office equipment.
4. Recordkeeping principles and practices.
5. Methods and techniques of preparing business correspondence and reports.
6. Interviewing methods and techniques.

Ability to:

1. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
2. Review human resources documents for completeness and accuracy.
3. Perform a variety of clerical duties.
4. Make comparisons and computations quickly and accurately.
5. Index and file employee records, forms, and documents.
6. Maintain confidentiality at all times and handle sensitive personnel matters with professionalism.
7. Maintain accurate human resources records.
8. Prepare and submit required forms for new employees.
9. Perform detailed human resources office support work accurately and in a timely manner.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
12. Communicate effectively in the course of performing work tasks.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

High school diploma and two (2) years of experience in an entry level position in the area of human resources or a related field; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. 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, and maintain throughout employment.

PHYSICAL DEMANDS

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Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals interpreting and enforcing departmental policies and procedures.