

San Jose/Evergreen Community College District
Confidential Job Description

Position: Human Resources Generalist

Department: Human Resources

POSITION PURPOSE

Under general supervision, Human Resources Generalist performs a variety of advanced para-professional human resources functions required to support District managers and employees in assigned organizational areas or locations; implements the day-to-day operations of the Human Resources department including assisting management, faculty and staff, maintaining Human Resources Information Systems (HRIS) data and physical personnel records, payroll and salary administration including contract administration, training and professional development, benefits administration, and basic employee relations; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Generalist is distinguished from Human Resources Analyst in that incumbents in the latter class independently perform professional assignments requiring the use of management and human resource principles gained through professional education and experience.

Incumbents assigned to the classification are exposed to sensitive collective bargaining information and materials during the negotiating process and are designated as a Confidential classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work that are similar, related or a logical assignment to this class.

1. Provides information and explanation of District human resources programs, benefits, policies and procedures to managers, employees, applicants and the public; responds to inquiries and phone calls regarding application, employment, benefits and general personnel policies, procedures and regulations; directs employee relations issues to appropriate management or authorities.
2. Maintains and updates employee master files in the District's HRIS system; enters employee new hire, transfer, promotion and termination data; enters all status and pay changes in accordance with District collective bargaining agreements; enters a wide variety of mandated and voluntary employee deductions.
3. Reviews, reconciles and processes a variety of position control, salary placement, salary stipend and timecard data; calculates annual salary placements for classified staff and salary step/column increases for management and faculty; reconciles placements with Payroll staff; verifies faculty load/schedule information sheets, including data, hours and professional development time, ensuring allowable hours are not exceeded; assists with information related to issues such as seniority and compensation.
4. Researches, collects and compiles information, including statistical and financial data from HRIS systems and other sources; creates and/or runs special and periodic reports for management, including reports on EEO and other compliance reporting, usage of particular benefits and progress towards department performance objectives.
5. Coordinates placement of student temporary and hourly employees; maintains records regarding use of temporary employees and time worked; processes working out-of-class transactions, verifying bargaining unit and eligibility, calculates rates, and enters data in HRIS.
6. Provides support in the District's collective bargaining process; provides technical input on contract language; conducts surveys for use in negotiations; may take meeting notes during negotiations.

7. Enters and tracks performance planning review dates and generates notices to managers and supervisors of evaluation due dates; enters data on disciplinary actions taken and removes actions in accordance with collective bargaining agreements.
8. Assists in the process of tracking and maintaining records for leaves of absence and provides general information on routine employee leave rights under Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL) and other state and federal statutes.
9. Participates in planning and implementing job fairs, open enrollment events, professional development and other departmental events including liaison work with other campus departments and facilities, event participants, vendors and sponsors.
10. Responds to employment verification requests involving employment history; assists with research needed to process subpoenas of employee records.
11. Performs standard office administrative duties such as creating correspondence and reports and operating standard office equipment; provides backup for other department staff.
12. Assists in administering the recruitment and selection process for faculty, management and full- and part-time positions including reviewing classification duties, minimum qualifications and salary range placement, preparing and posting job recruitments and advertisements and coordinating selection panels including preparing materials and scheduling meetings.
13. Assist in Maintaining the District Applicant Tracking System by screening applications, releasing recruiting documents to screening committees, tracking progress of committee actions, and providing overall guidance to committees and candidates as needed.
14. May coordinate pre-employment background checks and onboarding processes.
15. May assist in classification, task analysis and job restructuring studies; may assist in developing and revising class specifications; drafts Board agenda reports for hires, resignations and salary changes.
16. Attends and participates in professional group meetings and various District committee and department meetings; remains current on human resources-related laws, regulations, collective bargaining agreements, processes and procedures applicable to assigned position.
17. Performs other related duties as assigned that support the overall objectives of the position.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Practices, techniques and terminology applicable to the administration of a variety of human resource management programs, including position control, payroll support, recruitment and selection, leaves, and benefits programs.
2. District personnel policies and provisions of collective bargaining agreements.
3. Basic research methods and data analysis techniques.
4. Principles and practices of sound business communication and report writing; correct English usage, including spelling, grammar and punctuation.
5. Federal, state and local laws, regulations and court decisions governing human resources including the California Education Code and CCCCO Minimum Qualifications.
6. Mathematical and/or statistical analysis and techniques of classification, compensation, and salary administration.

7. Capabilities and operations of specialized HRIS and payroll software, position control, and reporting systems.

Skills and Abilities to:

1. Represent the District and department effectively with other District employees and applicants.
2. Understand and provide appropriate resources and solutions to requests for information or assistance.
3. Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.
4. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and collective bargaining agreement provisions.
5. Monitor, calculate, review and report faculty and staff salary placement and advancement.
6. Conduct the full range of recruitment and selection processes for staff and faculty positions.
7. Prepare and maintain accurate HRIS data and complete files and records; review and reconcile large amounts of data in a timely manner.
8. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
9. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
10. Build and foster knowledgeable, cohesive and effective work teams.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer, assigned office equipment and standard business applications; utilize HRIS, payroll and reporting systems for entering and extracting data and reports.

Education and Experience:

1. An associate degree from an accredited institution with course work in human resources management, business administration or a related field.
2. Three years of experience performing paraprofessional human resources functions.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Experience working in a human resources function at a higher-education institution is preferred.
2. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: C-125

EEO Category: 2B3 Technical/Paraprofessional