

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Human Resources Specialist

**Department:** Human Resources

**Location:** District Office

**Date:** July 1, 2020

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**POSITION PURPOSE**

Under general supervision, the Human Resources Specialist performs skilled technical level responsibilities in assigned area of human resources services, handles assignments and provides services to employees including faculty, staff and management as well as candidates for employment, and provides support in developing policies and procedures. This position maintains position control records and personnel records; performs and audits personnel changes; generates personnel reports; assists with recruitment processes the implementation of personnel policies and procedures.

**KEY DUTIES and RESPONSIBILITIES**

1. Maintain a working relationship and provide technical expertise and direction to District and campus administrators, faculty and support staff regarding personnel issues, reports, changes and transfers.
2. Participate in preparing documents, reports, and Board actions including supporting agenda materials for presentation to the Board of Trustees.
3. Prepare, process, produce, and distribute a variety of technical documents, materials, departmental notices, employment forms and reports related to the personnel function of the District and assist employees to prepare new and/or revised forms for personnel and payroll purposes.
4. Assist with the development and enhancement of information systems and procedures that facilitate Human Resources and administration processes; assist with the design and modification of administrative system.
5. Access administrative systems and extract or transfer data as needed such as performance evaluation tracking, employment longevity etc.
6. Track employee performance evaluation statuses and inform managers of deadlines to complete necessary evaluations.
7. Maintain 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.
8. Attend job fairs and various recruitment events.
9. Provide support in processing bill payments and renewing subscriptions to hiring resources.
10. Provide information to employees regarding fringe benefit programs, including retirement, vacation, and sick leave.
11. Monitor, maintain, input and update the Human Resource System personnel database and generate management reports as required.
12. Answer inquiries and complaints and give out proper information, explaining regulations and procedures and arrange appointments as needed.

13. Communicate with various entities, screen visitors and telephone calls, provide information where judgment, knowledge and interpretation of District policies/procedures, federal/state laws and regulations are necessary, and verify information as appropriate.
14. Prepare, produce, and distribute materials and reports related to the personnel function of the District.
15. Prepare and transmit salary information to payroll office, evaluate transcripts and occupational/professional experience for qualification compliance and salary placement and record information for salary movement of employees.
16. Coordinate and verify renewal of contracts for eligible employees.
17. Prepare and maintain position control records, personnel records and other types of specialized records.
18. Conduct workshops and oral presentations.
19. Prepare and maintain District academic/classified/ management personnel files and records related to hiring, reclassification, personnel actions.
20. Perform other duties related to the position as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Office practices and procedures
2. Principles and practices of human resources administration
3. Current laws, codes and regulations related to employment, benefits and other human resources functions
4. Recruitment and hiring practices and procedures
5. Basic financial and statistical record keeping and auditing
6. Record keeping systems and methods
7. Computer expertise on office applications and administrative software.

### **Ability to:**

1. Analyze situations accurately and adopt an effective course of action.
2. Interpret, explain, and apply rules and policies related to Human Resources assignments.
3. Research, analyze, and evaluate situations well; and effectively recommend or resolve matters.
4. Compile and maintain accurate and complete records and reports.
5. Effectively present information in person or on the telephone to administrators, academic or classified employees or the public.
6. Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

7. Operate computer equipment and utilize word processing, spreadsheet and other software such as HR Information System.

**Education and Experience:**

1. Associate's degree from an accredited institution with major course work in human resources management, business administration or related field.
2. Three years of related experience and increasingly responsible office/clerical experience, which includes at least two years of experience in human resources functions.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, gender, 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.

**WORKING ENVIRONMENT**

**Working Conditions:**

1. Typical office environment.

**Physical Demands:**

1. Requires sufficient hand-eye coordination to use a personal computer keyboard for routine typing, 10-key, and data entry, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to recognize alphanumeric data. Requires auditory ability to carry on conversations in person and over the phone.

Date Approved: 6/9/2020

Salary Range: 115 (created from HR Specialist Confidential classification)

EEO-Category: 2B3 Technical/Paraprofessional