

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Personnel Services Specialist	Range:	41
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support the personnel function within a college or District; and managing office functions to assure efficient operations.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs advanced administrative duties independently at the direction of the head of personnel function within a college or District; manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems related to personnel issues requiring specialized and extensive knowledge.
2.	Advises faculty and staff on District policies and procedures; assists with the completion of forms; prepares and distributes campus calendars related to instructional, academic, and admissions and records events, procedures and deadlines.
3.	Prepares, proofs, and maintains reports for extended day budgets; maintains records of faculty leave (including medical, sabbaticals, loadbank, unpaid, phase-in), reassigned time, resignations, and new employees; maintains tenure review and administrative evaluations schedules.
4.	Maintains a variety of complex records of a confidential nature including information regarding Board, District, personnel; inputs and retrieves computerized data as required.
5.	Assists in the compilation and preparation of budget; maintains department expenditures and budgets; approves expenditures within established guidelines; calculates and submits time sheets; responds to inquiries regarding financial issues.
6.	Composes and prepares correspondence independently; formats presentations and reports; develops and revises schedules and forms; compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; greets visitors and directs to appropriate personnel; initiates and answers telephone calls; screens and directs calls; receives, opens, prioritizes, and routes mail.
7.	Trains and provides work direction and guidance to others as directed.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Personnel Services Specialist maintains frequent contact with various District departments and personnel, faculty, students and the public.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent, supplemented by college courses in related work  
Minimum four (4) years increasingly responsible administrative experience working in an office environment

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of federal, state, and local laws, codes and regulations as they relate to human resources  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of basic bookkeeping procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to type at 60 wpm from clear copy  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

College or District business office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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