

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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

WORKING RELATIONSHIPS

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

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

SPECIAL REQUIREMENTS

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.
