

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Human Resources Specialist	Range: 24C	Confidential Schedule
Date Revised:	October 1, 2013	Date Approved:	1986

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District's human resources operations, including processing of employees, maintaining personnel records and employment documentation, and access to confidential information that is used to contribute to the development of management positions in collective bargaining negotiations. The duties of the position require knowledge of District personnel policies and procedures, the ability to exercise independent judgment, discretion in handling confidential information and materials, and specialized knowledge of the functional area supported.

ESSENTIAL FUNCTIONS

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

1.	Performs a variety of professional, administrative, technical and analytical human resources duties related to the daily operations of the District's Human Resources office; manages daily activities to assure efficient operations.
2.	Performs employment induction and orientation of new employees; ensures timely completion and accuracy of various District employment and status documents in accordance with federal and state laws and District policies and procedures; prepares information for payroll, benefits and other departments as required.
3.	Prepares employment contracts for personnel as required; assists in the determination and adjustment of salary placement of personnel according to established procedures; reviews and verifies faculty and staff minimum qualifications.
4.	Establishes and maintains a variety of records and files related to personnel; inputs and updates personnel information and data as necessary; compiles information and prepares various reports related to assigned personnel functions and activities; reviews documents and data for accuracy and completeness; inputs and retrieves computerized data as required.
5.	Compiles, coordinates and prepares Board Agenda items and materials for assigned area of responsibility.
6.	Interprets, applies and explains District policies, procedures and regulations related to personnel operations; provides information to applicants, employees, and the public on the telephone and in person regarding Human Resources policies and procedures; answers questions and resolves problems requiring specialized knowledge of assigned area.
7.	Communicates and coordinates with various District and campus offices, payroll, benefits and business offices, and external agencies to ensure accurate and timely processing of a wide range of personnel transactions.
8.	Assists in the development and presentation of management positions with respect to employer-employee relations as directed; prepares confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances; assists administrators, faculty, and staff on personnel procedural matters related to bargaining unit agreements.
9.	Trains and provides work direction and guidance to others as directed.

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10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Human Resources Specialist maintains frequent contact with various District administrators and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED, supplemented by college courses in business, human resources, or areas related to the position.

Three (3) years of technical experience in human resources or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, operations, policies and objectives
- Knowledge of District policies, procedures, rules and regulations related to assigned functional area of responsibility
- Knowledge of interpersonal skills, telephone techniques and etiquette, public relations techniques
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of modern office practices, procedures and equipment
- Knowledge of applicable computer software applications
- Ability to perform a variety of specialized technical duties concerning the employment of personnel
- Ability to process confidential materials and information related to contract negotiations and personnel
- Ability to read, interpret, apply and explain laws, regulations, policies and procedures
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
- Ability to make arithmetic calculations quickly and accurately
- Ability to plan, organize and prioritize work

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Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to understand the scope of authority in making independent decisions
Ability to train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Certification as a State Certified Fingerprint Roller.

WORKING CONDITIONS

District or campus office environment, subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
