

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Human Resources Generalist	Range:	44
Date Revised:		Date Approved:	March 14, 2023

### PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support human resources functions as assigned by the Associate Vice Chancellor of Human Resources while maintaining compliance with law, Board policies, collective bargaining agreements, education code, and administrative policies.

### ESSENTIAL FUNCTIONS

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

1.	Perform advanced administrative duties independently as assigned; coordinate daily activities to assure efficient operations; provide information to departments, employees and the public on the phone and in person; answer questions and resolve matters related to Human Resources requiring specialized and extensive knowledge. Serve as the primary liaison to the District's Human Resources team.
2.	Perform technical, analytical, and regulatory oversight duties performed independently at the direction of the Associate Vice Chancellor, Human Resources that require confidential, specialized, and compliance related knowledge of policies, procedures, regulations, and collective bargaining agreements.
3.	Provide oversight and guidance for campus administrators, managers, and administrative staff on confidential matters, procedural requirements, administrative policies, forms, prepare and distribute calendar due dates related to Human Resources functions. Prepare and assist in the completion of required forms related to the hiring of academic, classified, hourly and professional expert employee classifications; respond to questions and clarify procedures; verify accuracy of information and make needed corrections prior to submitting for final approval.
4.	Provide recommendations for Human Resources information systems and works with internal and external partners to develop and implement processes. Offer technical expertise and insight as to what affect proposed changes may have on the campuses and the workload and processes of the Human Resources Generalist and Administrative Assistants.
5.	Prepare, proof, and maintain reports for campus budgets; maintain records of faculty leave (including medical, sabbaticals, loadbank, unpaid, phase-in), reassigned time, resignations, and new employees; maintain tenure review and administrative evaluation schedules. Provide oversight for state mandated reporting at the campus; correct errors identified related to Human Resources matters/forms; update Banner with correct codes; respond to inquiries regarding budget codes, activity codes, general funds, and categorical funds.
6.	Maintain a variety of complex records of a confidential nature including information regarding Board, District, personnel; input, retrieve, and analyze computerized data as required. Assist and provide recommendation for reconciling complex and confidential issues; research, analyze and compile data for public records requests.
7.	Provide analysis and recommendation to administrators and managers in need of assistance with addressing and resolving employee issues. Coordinate accommodations, leaves, contract administration, employee relations, and other Human Resources matters.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

8.	Compose and prepare correspondence independently; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical and narrative reports from a variety of sources; greet visitors and direct to appropriate personnel; initiate and answer telephone calls; screen and direct calls; receive, open, prioritize, and route as appropriate.
9.	Train and provide work direction and guidance to others as directed.
10.	Learn and apply emerging technologies and advances 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.	Perform related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

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

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

High school diploma or GED; supplemental college coursework desirable.

Minimum five (5) years of increasingly responsible administrative experience; may be supplemented by applicable college courses; preferably in an educational setting.

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 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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

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, 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**

None

---

**WORKING CONDITIONS**

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

---