

CLASSIFICATION SPECIFICATION

Campus Human Resources Specialist

FT/PT Class Code: 3044, 3544 Pay Grade: B/C 13 FLSA: Exempt Rev. 08/18/20

SUMMARY STATEMENT: An incumbent is responsible for providing full performance level professional human resources management services in support of an overall human resources function for a campus.

NATURE AND SCOPE:

A class incumbent typically reports to a technical or administrative supervisor. Incumbents receive less supervisory direction and assistance than at the Human Resources Specialist I level. An incumbent performs the full range of human resources activities for his or her assigned human resources function(s), such as employee recruitment, selection, performance management, classification, compensation, employee relations, EEO/AA, benefits administration, etc. Class incumbents inform employees regarding the interpretation and application of human resources policies, College rules, and applicable federal and state laws. Incumbents identify human resources areas needing changes or improvements and recommends to their superior alternative methods for improving the human resources function. Incumbents in this class recommend internal procedures to implement policies established by management. An incumbent may act as a work leader providing guidance/direction to lower level professional and/or technical staff and/or planning, assigning, reviewing and evaluating the work of lower level professional, technical, and clerical staff. In addition, a class incumbent may gather and evaluate information and provide guidance for grievances, worker's compensation and unemployment hearings, and related human resources matters for use by management.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides full performance human resources management support services for a campus; may have full responsibility for a human resources function.
2. Provides general advice and guidance to administrators, supervisors, and/or employees regarding the interpretation and application of College human resources policies, procedures, and rules.
3. Recommends and implements internal procedures to carry out policies established by management.
4. Gathers, organizes, and evaluates information for assigned human resources related matters.
5. Conducts special projects or studies and prepares reports as assigned.
6. Evaluates the relevance of human resources principles, concepts, rules and regulations and makes recommendations regarding the development of a different approach to fit specific/individual circumstances.
7. Prepares drafts pertaining to human resources matters for the campus Director of Human Resources, Vice President and Campus Director, or other administrators as assigned.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Develops, plans, and presents staff training and development activities, workshops, and seminars.
9. Evaluates employment applications according to established criteria; may interview job candidates or serve on selection committees.
10. Prepares or review human resources transactions to assure accuracy and completeness of appropriate forms and documentation.
11. Maintains employee files and records; prepares routine and special reports for functions, such as unemployment insurance, worker's compensation, and sick and annual leave.
12. Explains the employment application process and job requirements to prospective job applicants.
13. Plans, assigns, reviews, and evaluates the work of professional, technical and support staff when applicable.
14. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the principles and practices of public human resources administration.
- ◇ Knowledge of federal and State laws, rules, and regulations pertaining to human resources administration.
- ◇ Knowledge of assigned functional area(s) of human resources management, i.e., employee recruitment, selection, performance management, classification, compensation, employee relations, EEO/AA, benefits administration, etc.
- ◇ Knowledge of applicable State, federal and College laws, rules, regulations, policies, and procedures pertaining to assigned human resources function(s).
- ◇ Knowledge of the relationship between the human resources function and organizational operations and requirements.
- ◇ Excellent interpersonal and communication skills.
- ◇ Skill in the collection, analysis, and presentation of data from a variety of sources.
- ◇ Skill in oral and written communication.
- ◇ Skill in the interpretation and application of applicable federal and State laws, and College rules and guidelines.
- ◇ Ability to use sound judgment and reach logical conclusions.
- ◇ Ability to identify and analyze problems/needs/issues, assess their impact and make recommendations.
- ◇ Ability to supervise staff.
- ◇ Ability to establish and maintain effective working relationships with College/campus administrators, supervisors, employees, and the public.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of responsible human resources experience; or equivalent combination of education and experience.