

CLASSIFICATION SPECIFICATION

Collegewide Human Resources Specialist

FT/PT Class Code: 3131, 3631 Pay Grade: B/C 15 FLSA: Exempt Est. 3/1/19

SUMMARY STATEMENT: An incumbent serves as a technical expert in the area of recruitment at the Office of the President and is also responsible for assisting with developing and presenting collegewide human resources training. In addition, the incumbent compiles and analyzes human resources data and prepares a variety of collegewide surveys and state/federal reports.

NATURE AND SCOPE:

A class incumbent reports to the collegewide recruitment and classification manager. The incumbent utilizes the PHRST system and spreadsheet software in the collection and analysis of human resources data from a variety of sources for reporting. The incumbent may also participate in special projects or studies which have internal or collegewide impact, and prepares reports of findings and recommendations. Typical contacts are campus employees, staff employees at the Office of the President, administrators of the College, officials at other State agencies, and the general public. Many contacts, due to the nature, require the exercise of significant tact, discretion, and confidentiality.

PRINCIPAL ACCOUNTABILITIES:

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

1. Performs the recruitment function from posting creation to job offer for assigned collegewide positions. Evaluates employment applications according to established criteria and explains the employment application process and job requirements to prospective job applicants. Represents human resources at job fairs. Serves as the e-Verify administrator.
2. Prepares or reviews human resources transactions to assure accuracy and completeness of appropriate forms and documentation (e.g. Personnel Data Forms, payroll worksheet, etc). Conducts onboarding for new employees and ensures hire information is accurate, complete, and submitted to the payroll department in a timely manner.
3. Compiles and submits data and prepares reports for special projects such as the human resources portion of the Integrated Postsecondary Education Data System (IPEDS), American Association of University Professors Faculty Compensation Survey (AAUP), College and University Professional Association for Human Resources (CUPA) HR Salary Survey, employee leave information for the GAAP Report, and any other assigned HR data requests. Collects, analyzes and evaluates data from a variety of sources and presents/communicates information effectively.
4. Develops, plans, and presents collegewide staff training and development activities, workshops, and seminars. Researches and identifies external sources for specialized training.
5. Leads and/or serves on assigned human resources committees. Gathers, organizes, and evaluates information for assigned human resources related matters.

PRINCIPAL ACCOUNTABILITIES, cont'd:

6. Implements human resources functions, policies, procedures, systems and plans for the College.
7. Assists in developing and recommending human resources policies, procedures, and guidelines consistent with rules, laws and policies of the College.
8. Provides counsel and guidance to administrators and supervisors in the interpretation and application of College rules, policies, and procedures, and federal and State statutes.
9. Provides recommendations, guidance and direction to management for the purpose of meeting organizational and operational goals and objectives and identifying/resolving problems/needs.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of federal and State laws, rules, and regulations pertaining to human resources administration.
- ◇ Knowledge of spreadsheet software (i.e. Microsoft Excel).
- ◇ Knowledge of applicant tracking system.
- ◇ Knowledge of automated human resources management systems (e.g. PHRST).
- ◇ Knowledge of employee recruitment and selection.
- ◇ 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.
- ◇ Skill in the collection, analysis, and presentation of data from a variety of sources.
- ◇ Skill in oral and written communication.
- ◇ Skill in developing and presenting training on a variety of topics.
- ◇ Skill in the interpretation and application of applicable federal and State laws, and College rules and guidelines.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.
- ◇ 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 develop, recommend, and implement campus or College human resources operating procedures.
- ◇ Ability to establish and maintain effective working relationships with College/campus administrators, supervisors, employees, and the public.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of responsible human resources experience; or equivalent combination of education and experience.