

## **HUMAN RESOURCE SPECIALIST**

### **DEFINITION**

Under general supervision , performs complex paraprofessional work in support of specialized human resources functions; provides paraprofessional assistance in areas such as classification, compensation, labor relations, benefits administration, and maintenance of personnel information; researches, gathers, processes and maintains information using computers and other office equipment; provides information and assistance to District management, employees and the public; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a highly specialized, advanced-level technical administrative class of the Human Resources Support Series within the Yosemite Community College District (YCCD).

Incumbents perform a combination of technical support to professional HR staff in the administration of human resource functions and programs. Incumbents utilize highly technical knowledge to perform the most complex work in the areas of day to day personnel administration and maintenance of personnel information and assist professional staff in the development and implementation of goals, objectives, policies and priorities. Incumbents must also be able to interface substantially with District employees, vendors and members of the public.

This class differs from the lower-level class of Human Resources Technician because Human Resources Specialist performs advanced and highly complex work assignments and may serve as lead workers. In contrast, a Human Resources Technician independently performs routine technical administrative work and may assist higher-level administrative staff with advanced and highly complex assignments.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level Human Resources Manager.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate employees on a regular basis.

### **EXAMPLES OF DUTIES: *Duties may include, but are not limited to, the following:***

- Performs a variety of the most complex technical administrative duties related to the human resources functions for the District; provides paraprofessional personnel administrative support for all employee groups including but not limited to permanent and temporary Staff, Management, facility positions.
- Provides complex and technical factual information to District management, employees and their representatives, and the public regarding a wide range of specialized human resources regulations, rules, policies and procedures.

- Establishes new positions and accounts in the human resources information system; processes personnel action forms and enters position information; ensures that proposed wage, benefit and related payroll information is accurate and up-to-date; makes changes and adjustments based on specific or general agreements and coordinates with payroll staff to provide information and ensure deadlines are met.
- Receives and processes documents related to employee status changes such as new hires, transfers, promotions, demotions, and reclassifications; verifies that all required new hire documents have been submitted.
- Provides assistance to departments regarding student workers, employee honorariums, temporary and volunteer workforce. May assist managers with personnel files and report inquiries.
- Performs complex technical research on internal and external data, methods, mechanisms and processes; develops and runs complex computerized queries, such as multiple field reports; tabulates and summarizes data; identifies trends and concerns; prepares summary reports, periodic and special reports.
- Coordinates with payroll on a regular basis to provide information and ensure data is correct to ensure payroll deadline are met.
- Enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- May provide training and/or lead direction to technical and clerical staff.
- Arranges for pre-employment processing, including medical examinations; process and enter into the personnel/payroll system personnel action forms and other documents required for new employees.
- Maintains varied records and files for employees and assigned human resources functions.
- Provides technical support related to the human resources information system.
- Use standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to visit various District work sites for District business.
- Perform other related work as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Technical principles, terminology and practices related to the District's human resources functions.
- Legal mandates, policies, regulations, and negotiated agreements pertaining to human resources programs.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

- Computer applications, including word processing, spreadsheet, database, presentation, and e-mail software. Microsoft Office products up to the advanced level, depending upon assignment, including Outlook, Word, and Excel.
- Record keeping principles and practices.
- Business arithmetic.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing effectively with employees and the public, in person and over the telephone.

**Ability to:**

- Understand, interpret, and apply rules, regulations, laws, and ordinances.
- Prepare clear and concise reports, correspondence and other written materials from brief oral or written instructions or prior materials.
- Understand the organization and operation of the District.
- Establish priorities for own workload based upon such factors as need for immediate action, work objectives, and work schedule
- Analyze situations carefully and adopt effective courses of action.
- Make clients and their needs the primary focus of one's actions; show interest in and understanding of the needs and expectations of customers; gain customer trust and respect.
- Break down problems into components and recognize interrelationships, make sound, well-informed and objective decisions.
- Develop new insights into situations and apply innovative solutions to make improvements.
- Compile, summarize and maintain accurate records and files.
- Create and maintain documents, including spreadsheets and databases, using computers and standard office software.
- Make accurate arithmetic calculations.
- Use initiative and independent judgment within established procedural guidelines.
- Deal successfully with employees and the public, in person and over the telephone.

**Licenses and Certificates:**

Possession of a valid California Motor Vehicle Operator's License.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.

- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

**Pattern I**

- Experience: **Two** years equivalent to a Human Resources Technician at YCCD.

**OR Pattern II**

- Education: Possession of an Associate's Degree from an accredited college or university, with major course work in human resources administration, business administration, organizational behavior or a closely related field.
- Experience: **Four** years performing complex clerical and/or office support duties, preferably in support of human resources activities.

*Class Adopted: 12/12/12*  
*Class Amended: **XX-XX-XX***