

## VICTOR VALLEY COMMUNITY COLLEGE

### CLASS TITLE: HUMAN RESOURCES SPECIALIST

#### BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, perform complex and technical duties in support of the employment operations, including confidential information with respect to contractual bargaining recruitment and selection, minimum qualifications and evaluations of employees of the District, classification and compensation.

#### REPRESENTATIVE DUTIES:

Gather, create or handle documents, data, or information related to employee grievances, employer's bargaining positions and negotiations proposals; may attend grievance meetings. *E*

Administer and monitor all phases of the District employment process, including recruitment, selection, mandated minimum qualifications and Education Code requirements. *E*

Provide orientation for new employees; assure the completion of appropriate forms; assess transcripts and experience to establish minimum qualifications and establish salary placement. *E*

Prepare, distribute and monitor contracts; assure proper salary placement, percentage of credit hours and appropriate credential and/or minimum qualifications. *E*

Provide specialized, technical and procedural information to staff, outside agencies and general public regarding District policy, minimum qualifications, salary placement, academic and classified collective bargaining agreements and Education Code. *E*

Assist in the coordination of the evaluation process and preparation and monitoring of related documents. *E*

Maintain personnel records and related files and documents of staff and administrators in compliance with state employment regulations, immigration laws and District policy. *E*

Prepare State Chancellor's office MIS/Staff Data Report; set up, implement and train others in the computerized database system for the department. *E*

Prepare agenda materials and reports requiring Governing Board approval. *E*

## **Human Resources Specialist – Continued**

Assist in the preparation of materials and coordination of meetings for Equivalency Committees. *E*

Prepare unemployment insurance claims for administrative agency. *E*

Review applications for new academic positions; assure proper college accreditation, degrees and employment background prior to submitting to interview committees. *E*

Assist in the revision of personnel procedures and forms; provide work direction to others as assigned.

Respond to requests for verifications of employment.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Record-keeping techniques.

Personnel policies and procedures.

District organization, operations, policies and objectives.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

Perform complex and technical duties in support of the employment and evaluation of employees of the District.

Understand and interpret transcripts.

Counsel and inform applicants and employees regarding District employment policies and minimum qualifications.

Provide work direction to others as assigned.

Operate various office equipment including calculator and computer terminal.

Set up, implement and train others on the computerized database system of the department.

Communicate effectively with others both orally and in writing.

Maintain records and prepare reports.

Work independently with little direction.

Establish and maintain effective and cooperative working relationships with others.

Work confidentially with discretion.

Understand and follow oral and written directions.

Type at an acceptable rate of speed.

## **Human Resources Specialist – Continued**

Accomplish many tasks simultaneously.  
Complete work with constant interruptions and demands requiring immediate attention.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level training in personnel management, business administration or related field and two years increasingly responsible personnel experience in an educational setting.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

#### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of standard office equipment.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time  
Seeing to prepare and maintain reports and files.

#### **HAZARDS:**

Extended periods of time viewing computer monitor.  
Possible exposure to unsatisfied individuals.