

**Human Resources Specialist**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under the general direction of the Vice Chancellor, Human Resources, the HR Specialist provides administrative assistance and performs comprehensive HR services for employees.

This is technical and highly complex work involved in directing the clerical and related operations of a district human resources office for a multi-campus community college district. Major responsibilities include evaluation of recruitment/selection, employment services, Human Resources Information System (HRIS), control of confidential and other employment records, development of projects and reports, and completion and submission of internal and external reports. Public contact is extensive, and can include staff, the general public, vendors, legal services, and outside regulatory agencies for the purpose of exchanging information related to HR and District policies and procedures. A high degree of independent judgment, creativity and initiative is required to resolve minor and major problems by selecting from various alternative solutions.

## **Examples of Duties**

1. Maintain official HR/employee records and files for all District employees; ensure contract compliance with employment policies including classification, assignment, salary placement, evaluations, leaves, benefit administration, and resignations/termination; maintain HRIS; establish the electronic system job record; collect and disseminate required payroll and benefit documents; coordinate with the District Benefits Specialist and District Payroll department to initiate payroll processing; coordinate the resolution of payroll irregularities with District and College HR/payroll staff.
2. Coordinate the District's compensation and classification program for classified employees; collect and analyze data for position classification; conduct classification reviews; develop classification specifications based on submitted documentation and interviews with management and staff; recommend salary ranges; process appeal actions; maintain official job descriptions, including updates and annual distribution for college and bargaining unit use.
3. Assist in the investigation of employee grievances and complaints of violations of HR policies with respect to classification and compensation matters.

### Examples of Duties (continued)

4. Review documentation to ensure compliance with contract language as it relates to professional development and/or salary advancement.
5. Provide administrative assistance in the collective bargaining process for the District and all bargaining units; assist in the development of contract language, policies and procedures; provide statistical and narrative analysis of data and information in support of proposals; maintain the official record of collective bargaining sessions; produce and distribute to all employees and managers negotiated contracts upon completion of the bargaining process.
6. Prepare the employment contracts as directed by the Vice Chancellor; collect and analyze data for contract assignments, including eligibility for sabbatical, leaves, optional retirement program applications, merit eligibility, tenure status of probationary employees; research benchmarking data for total compensation reviews; monitor contract service days based on collective bargaining agreement, job descriptions and tenured job status; respond to request for salary information regarding District academic assignments and salary surveys from other educational institutions and governmental agencies.
7. Coordinate and assist the District Benefits Specialist in validating eligibility for District health benefits according to collective bargaining agreements.
8. Provide technical HR management advice and assistance to the Human Resources administrators.
9. Exchange information with College and District Office staff, the general public, and representatives of outside agencies, organizations, and educational institutions regarding State and federal regulations, Education Code requirements, legal procedures, court rulings, recruitment/selection policies, employment services, employee file set-up and maintenance, employment verifications, employee orientation/training, collective bargaining contract interpretations, leaves, fringe benefits, exception payroll issues, attendance record keeping, regular and special reports, retirement, resignation, termination, surveys, and other related matters; attend conferences, workshops and seminars to obtain current information.
10. Provide for quality control HR data submitted for District input to the electronic HR module and for data input from campus locations by validating the compliance of data submitted with District policies and procedures and other applicable regulatory provisions.
11. Assist in the training of staff responsible for maintaining College employee records by ensuring the level of understanding of Banner processing is adequate for competent performance.
12. Research and develop modified and new office procedures to meet various workload needs; confer with management staff in fiscal operations and other

### Examples of Duties (continued)

departments regarding project time lines, methodology for project completion, staffing needs, coordination of staff work, and other matters.

13. Compose correspondence, report narratives, memos, and other written materials.
14. Other related tasks as assigned or directed.

## **Minimum Qualifications**

- Bachelor's degree or Associate's degree with four (4) years related experience.
- Four (4) years of successful work experience of increasing responsibility, including extensive public contact, research and data collection for reports, automated and integrated human resources information system, computer data entry/modification/retrieval, and directing the work of others.
- Demonstrated skills in oral and written communication.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## **Knowledge and Abilities**

- Knowledge of relevant federal and state legislation.
- Knowledge of applicable sections of State Education Code.
- Knowledge of the policies and procedures related to a human resources integrated computer system.
- Knowledge of practices and techniques for administering a compensation plan.
- Knowledge of principles and trends of public employee administration.
- Knowledge of employer relations techniques and methods.
- Knowledge of the techniques of staff training, supervision and performance evaluation.
- Knowledge of information technology (IT) and personal computer systems.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Skill in communicating effectively and respectfully with individuals at all levels, both to internal Kern Community College District populations and external customers.
- Skill in establishing and maintaining effective and efficient working relationships with staff at all levels of the organization.
- Skill in researching and compiling statistical and other data in final form for surveys, reports, and projects.
- Skill in performing technical work involving the use of independent judgment.

## Knowledge and Abilities (continued)

- Ability to learn and comprehend District organization, operations, policies, and objectives.
- Ability to interpret District Board policy and applicable laws to human resources/employee procedures.
- Ability to listen, speak, read, write, compose, analyze, and comprehend, with discretion and tact, in order to perform the essential functions.
- Ability to work cooperatively as part of a team.
- Ability to prepare and maintain accurate employee records and reports.
- Ability to complete assignments within specified deadlines accurately and efficiently.
- Ability to analyze data and information and reason logically to develop alternative resolutions.
- Ability to train and supervise others as directed or needed.

## **Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## **Status/Rationale**

This is a confidential position. This position has access to and participates in the bargaining unit negotiation process.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)