



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

HUMAN RESOURCES SPECIALIST (Emphasis on Recruitment & Employment)

A Classified Confidential Position
Grade 208C – Salary Schedule 50

A. General Statement

The Human Resources Specialist performs complex paraprofessional work involving activities related to recruitment, hiring, orientation, employment, staff development, and other related duties. Under general supervision, the Human Resources Specialist performs responsible and complex human resources functions and provides policy and procedural information about collective bargaining contract provisions and human resource department services to employees, job applicants, other educational institutions, business representatives, community organizations and the general public. An extensive amount of public contact is required to respond to electronic and in-person inquiries concerning employment and contract rules and regulations, resource materials, policies and procedures. A high degree of independent judgment and creativity is required to select and apply policies and procedures to the resolution of minor and occasional major problems that arise. The consequences of errors in judgment can be costly in public relations, employee time, resources, and district liability. The Human Resources Specialist is distinguished from other Human Resources positions by the nature, responsibility, analysis, complexity, and technicality of the work and by employee and applicant interactions. A Human Resources Specialist can direct the work of lower level Human Resources staff and student assistants as assigned. The Human Resources Specialist is in the Confidential Unit for collective bargaining. The Human Resources Specialist is required to travel to all district locations on a daily or weekly basis as needed for selection processes.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Manage the recruitment cycle for advertised positions, including the selection of and posting to external recruitment sites with high traffic, as well as targeted sites for recruiting diverse pools of applicants, and provide data analysis and forecasting of desirable recruitment sites
2. Monitor and track recruitment expenditures
3. Serve as the system administrator for computerized applicant tracking system including analysis, enhancement, creation, revision and maintenance of features, reports, communication and documentation provided for the recruitment/selection process and various reports

4. Coordinate with Human Resources staff to schedule the recruitment/selection process for academic and classified employment, including development of time lines, advertising schedules, application deadlines and applicant testing, paper screening and interview process, including drafting interview questions
5. Create position announcements and advertisements for regular classified and academic position vacancies
6. Administer skills assessments to qualified applicants assuring compliance with current regulations and procedures; assure compliance with federal, State and District policies and equal employment opportunity laws and guidelines
7. Manage, coordinate, plan, and perform a variety of complex and technical analytical functions related to the employee services programs and activities including the recruitment, selection, employment, compensation, benefits, and record maintenance of District academic and classified personnel
8. Interpret and assure compliance with county, state and federal regulations and guidelines concerning employment and human resources administration
9. Provide complex, responsible and technical research and administrative support services, including creating and generating reports and online surveys, and assist with various programs and activities of the Human Resources department
10. Exchange information with job applicants, community organizations, business representatives, other educational institutions, District employees, and others concerning a variety of recruitment and employment issues, collective bargaining and employment policies and procedures, employee records, surveys, employee training programs, and human resources department services
11. Confers with management staff to assist in planning collective bargaining proposals and responses; provides input regarding operational impact of various collective bargaining proposals
12. Makes presentations to small and large groups to provide training and orientation, policy and procedural dissemination
13. Attends meetings, workshops and other events to obtain and provide current procedural and policy information
14. Create and maintain an online new employee orientation program and/or conduct in-person sessions individually and in groups to provide policy and procedural information pertaining to employment in the district
15. Compose, format and prepare correspondence, memoranda and reports from original ideas; composes, drafts, prepares and updates training materials, marketing and informational materials, recommendations for new language and modifications to collective bargaining agreements, recruitment materials, electronic communication including web sites, and a variety of other materials
16. Research, compile data for, format and prepare statistical and narrative reports on a variety of data; use a database and a variety of spreadsheets, presentation and other computer software, to compose, format, track and prepare employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other information for use in human resource department services and collective bargaining activities as assigned
17. Conduct confidential reference checks with individuals, companies, organizations and public agencies, using tact, discretion and analytical ability, to assist in determining potential applicants' suitability for employment
18. Develop and implement new and comprehensive department operating procedures methods and systems, as needed to improve procedures and in accordance with legal and contract changes; conduct internal audits as required. Learn, apply and recommend emerging technologies, as necessary
19. Manage and coordinate the establishment, preparation, maintenance and organization of a variety of complex technical reports, records, logs and files, often involving confidential materials including but not limited to equal employment opportunity records, employment verifications, employee personnel files, department reports, benefits, workers' compensation, collective bargaining and other reports
20. Maintain confidentiality of information regarding Board, District, personnel, student, collective bargaining, equal employment opportunity or controversial matters. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations

21. Performs other related duties as assigned

Please note that the requirements of the position could change depending on the needs of the office. The employee could be assigned to other areas of Human Resources, including recruitment, applicant services, employment, orientation, compensation, staff development, retiree services, or a variety of other functions.

C. Requirements

1. Bachelor's degree in Human Resources, Business Administration, or a closely related field
2. Successful recent human resources experience of increasing responsibility in areas such as recruitment, selection, orientation, and employment
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Demonstrated skill in respectful, sensitive, and discreet communication
5. Skill in the use of a database and a variety of software to compose, prepare, and format applicant tracking, employee orientation, online employee surveys, position announcements, and other written materials
6. Experience with setting up and maintaining confidential and other electronic and manual file systems
7. Demonstrated skill in oral communication, including public speaking
8. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
9. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
10. Demonstrated skill in oral and written communication
11. Demonstrated skill in working as part of a customer service team
12. Possession of a valid California Driver's License (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires in-person contact with individuals and groups; public speaking; sensitivity, tact, patience and discretion, including work with confidential information; flexibility and adaptability; manual dexterity; visual comparison; good memory; interpretation and application of select written data to resolve minor and major problems; work with details and complex processes; multi-tasking; reaching, pulling, pushing, stooping, bending; ability to drive a motor vehicle in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of principles and practices of recruitment and selection generally associated with a central human resources department
2. Knowledge of federal, state, and local laws and regulations such as EEO, ADA, Title 5, Title VII, FLSA, DFEH, California Education Code and other codes that relate to employment law
3. Skill in respectful, sensitive and effective public contact with people of diverse cultures, racial and language groups, and abilities
4. Skill in research, compiling, formatting data for, and presenting a variety of statistical, demographic and other detailed reports
5. Skill in oral communication, including public speaking
6. Skill in written communication
7. Skill in use of a database and a variety of computer software to enter and track data, compose, format and prepare correspondence, reports, spreadsheets and presentations
8. Skill in multi-tasking to complete various workloads accurately and by required deadline
9. Skill in setting up, tracking data in and maintaining complex, confidential employee and other electronic and manual file systems

10. Skill in working discreetly with confidential and sensitive information and records
11. Ability to work effectively as part of a customer service team
12. Ability to interpret bargaining agreement language

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