



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **HUMAN RESOURCES SPECIALIST (Emphasis on Compensation)**

A Classified Confidential Position  
Grade 208C – Salary Schedule 50

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#### **A. General Statement**

The Human Resources Specialist performs complex paraprofessional work involving activities related to compensation, leave accounting, 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, District policy and human resource department services to employees, 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 compensation and leave accounting, 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 and accuracy 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 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.

#### **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. Manages the compensation workflow, including regular monthly and manual pay calculations, salary orders, monthly salary increases, retroactive payments, salary corrections, step increases, long-service increments, stipends, incentives, and separation agreements; performs other special payroll calculations in accordance with district personnel policies, collective bargaining agreements and accounting policies and procedures
2. Manages District leave accounting; processes monthly leaves including all FMLA and workers' compensation leaves; tracks compensation time and vacation time use; communicates with management on balances and notifications; confers with District personnel regarding accuracy of paperwork submitted; creates processes for department heads and assistants; assures compliance with federal, state and District policies, and collective bargaining agreements

3. Manages, coordinates, plans, and performs a variety of complex and technical analytical functions related to compensation and leaves including verification of monthly employee new hires, transfers, appointment changes, reassignments, reclassifications, y-rated employees, detailed and interim positions, retirements, resignations, maternity and disability leaves, and workers' comp leaves; interpret and assure compliance with county, state and federal regulations and guideline
4. Calculates summer and winter break assignments and less than 12-month assignments; follows-up with departments on a fiscal year basis to ensure accuracy of information for pay calculation; coordinates with Human Resources staff, workers' compensation providers, disability providers, leave and workers' comp calendars to calculate employee pay; makes adjustments as necessary
5. Communicates information with business representatives, other educational institutions, District employees, and others concerning a variety of collective bargaining and employment policies and procedures, employee records, and human resources department services; confers with management staff to assist in planning collective bargaining proposals and responses; provides input regarding operational impact of various collective bargaining proposals; makes presentations to small and large groups to provide training and orientation, policy and procedural dissemination; attends meetings, workshops and other events to obtain and provide current procedural and policy information
6. Creates and maintains District Downloads and Human Resources folders and/or conducts in-person sessions individually and in groups to provide policy and procedural information pertaining to compensation and leaves in the district
7. Composes, formats and prepares correspondence, memoranda and reports from original ideas; composes, drafts, prepares and updates training materials, recommendations for new language and modifications to collective bargaining agreements, electronic communication including web sites, and a variety of other materials
8. Researches, compiles data for, formats and prepares 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
9. Develops and implements 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; learns, applies and recommends emerging technologies, as necessary
10. Manages and coordinates 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; 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
11. 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 compensation, benefits, leave management, 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 prepare, and format complex spreadsheets, correspondence, reports, surveys, 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 accuracy of computations of salary information
10. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
11. Demonstrated skill in oral and written communication
12. Demonstrated skill in working as part of a customer service team
13. 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