

## **HUMAN RESOURCES SPECIALIST**

### Series Specification

Confidential Human Resources Specialist I

Confidential Human Resources Specialist II

Confidential Human Resources Specialist III

### **DEFINITION**

Under general supervision of the assigned supervisor/manager, this series specification describes three classes used to perform specialized technical work in support of the administration of one or more major segments or functions of the Human Resources Department.

### **TYPICAL DUTIES**

Incumbents complete and process technical transactions; monitor and control activities according to District policy and procedures, federal and state rules and regulations, and collective bargaining agreements; identify issues and concerns relating to operations, human resources procedures, and coordinate the resolution of issues; prepare and maintain operational policies, procedures and systems; maintain personnel files; review college transcripts, credentials, assess course work and work experience for salary placement, and to determine if minimum qualifications and other employment requirements are met; screen applicant pools for minimum qualifications; provide orientations and workshops; prepare human resources board agenda items; enter, maintain, and extract accurate employee and applicant information using the human resources information systems; assist with the review, analysis, and updating of the human resources information systems; serve as district liaison between human resources and other District Office departments; represent department in meetings; update Human Resources web pages; assist with determining appropriate faculty service areas; extract, research and analyze data for reports and employment negotiations; perform special projects; prepare correspondence and reports; oversee work of temporary staff; perform related duties as assigned.

Incumbents in the position of Confidential Human Resources Specialist are designated as confidential employees; in the regular course of their duties, they have access to or possess information relating to the District's employer-employee relations and also support management in the administration of district programs.

### **LEVEL DESCRIPTIONS**

**CONFIDENTIAL HUMAN RESOURCES SPECIALIST I:** The Confidential Human Resources Specialist I is an experienced specialist who, performs a variety of complex technical support duties of the Human Resources Department. Incumbents perform duties with routine supervision.

**CONFIDENTIAL HUMAN RESOURCES SPECIALIST II:** A lead level class of the series. Incumbent is an experienced Confidential Human Resources Specialist I, or equivalent, who performs a variety of complex technical support duties of the Human Resources Department; assignments require ability to proceed independently in the execution of tasks and coordination of assigned area(s); assign and review work of regular and temporary staff. Incumbents perform duties with moderate supervision.

**CONFIDENTIAL HUMAN RESOURCES SPECIALIST III:** A lead level class of the series. Incumbent is an experienced Confidential Human Resources Specialist II, or equivalent, who is assigned major responsibility for technical transactions, specialized duties and coordination of the assigned area(s) and is distinguished from the Confidential Human Resources Specialist I and II by the amount of responsibility, leadership and discretion exercised, expertise demonstrated, and complexity and scope of work performed; assign and review work of regular and temporary staff. Incumbents perform duties with minimal supervision.

**QUALIFICATIONS**

**EXPERIENCE**

Promotional

General

Confidential Human Resources Specialist I

Two years of experience related to the representative duties of the position.

Confidential Human Resources Specialist II

One year of experience with Los Rios Community College District as a Confidential Human Resources Specialist I.

Three years of experience related to the representative duties of the position.

Confidential Human Resources Specialist III

One year of experience with Los Rios Community College District as a Confidential Human Resources Specialist II or two years of experience with Los Rios Community College District as a Confidential Human Resources Specialist I.

Four years of experience related to the representative duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

**EDUCATION**

All Levels: Completion of two years of college from an accredited institution. (Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.)

One year of education is equal to 30 semester units. Education must be from an accredited institution.

**KNOWLEDGE OF**

**All Levels:** Use of technology to effectively perform responsibilities, including but not limited to spreadsheets, word processing, Internet, email, and software specific to the assigned area. Knowledge of instructional disciplines and related minimum qualification requirements for teaching. Knowledge of District human resources policies, practices and operations. Applicable federal, state, and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing;; principles and practices of effective communications; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

**CONFIDENTIAL HUMAN RESOURCES SPECIALISTS II & III:** Knowledge of research methods and analysis, independent investigation/research capabilities, basic principles of leadership, oversight and training.

**ABILITY TO**

**All Levels:** Perform the essential functions of the position; learn and follow rules, regulations, collective bargaining contracts, and policies regarding human resources; interpret and apply specific rules and policies with good judgement; and correctly follow directions or a given rule or set of rules; file and check records accurately; data enter at a speed proficient to complete the duties of the position in a timely manner; perform complex technical work with speed and accuracy; do independent research; deal effectively and responsibly with problem situations; establish and maintain proper working relationships with those contacted in the performance of required duties; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and applies applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases, and desktop publishing; type/enter data at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations. ,

**HUMAN RESOURCES SPECIALIST II and III:** The ability to work with minimal direct supervision; effectively train, assign and oversee the work of others.

**TYPICAL EQUIPMENT USED (May include, but not limited to)**

Current office technologies including computers, printers, faxes, telephones and copiers; media duplication and replication equipment, and other equipment common to the field to which the position is assigned.