

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **HUMAN RESOURCES SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Vice President, Human Resource and Employee Relations perform technical personnel management duties involved in recruitment, testing, selection, employment, personnel records management, classification and a wide range of personnel reporting activities. The Human Resources Specialist is a confidential position and its duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

#### **REPRESENTATIVE DUTIES**

1. Perform specialized duties involved in recruitment, screening and selection of Classified and Academic employees; communicate with applicants by telephone or in person; administer and identify appropriate skill tests and conduct orientation of new employees; attend job fairs; research recruitment sources. *E*
2. Consult with and communicate information to employees, supervisors and administrators regarding employment needs, employee concerns, general personnel practices such as EEO, affirmative action regulations, employee benefits and other aspects of personnel administration; interpret personnel policies and procedures and collective bargaining agreement language. *E*
3. Assist in the maintenance of employment information and personnel records, utilizing appropriate personnel standards, District policy and applicable collective bargaining agreements. *E*
4. Conduct technical research, analyze and prepare data on a wide variety of District topics; prepare internal and external reports and surveys including State and federal statistical and informational reports. *E*
5. Coordinate District-wide employee staff development and training activities including budget development and record-keeping; research and contact presenters; plan and schedule training activities. *E*
6. Consult with supervisors and administrators; develop job descriptions. *E*
7. Meet with employees reporting work-related injuries or illnesses to accept and process claims and complete accident reports in accordance with District's workers' compensation procedures; communicate with employees, supervisors, workers' compensation insurance carrier, medical personnel and the business office in the monitoring of workers' compensation claims. *E*
8. Administer the District's Transportation, Drug and Alcohol Testing Program. Notify employees of testing, maintain records for Department of Transportation, serve as a contact for federal agencies. *E*
9. Schedule and attend negotiations and collective bargaining sessions; take and transcribe notes. *E*
10. Create language and format for development and maintenance of District Personnel Policies and Procedures Handbook; assist in the development of personnel-related procedures; create forms and draft correspondence. *E*
11. Serve on assigned District committees; represent the Vice President, Human Resources and Employee Relations at District, community and regional meetings. *E*
12. Assist in informal investigations and fact-finding activities associated with discrimination and harassment complaints. Compile and summarize information; report findings to Vice President, Human Resources and Employee Relations.
13. Assist with employee grievances, complaints and conflict resolution. Work confidentially with highly sensitive personnel matters. *E*
14. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
15. Seek and participate in professional development activities. *E*
16. Assist in the maintenance of the personnel database.
17. Other duties and responsibilities as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and practices of human resources; current human resources practices and procedures; current laws and regulations applying to personnel practices including fair employment standards, equal employment opportunity, records maintenance, non-discrimination, public employee relations and other employee related acts and laws; current State academic minimum qualifications, guidelines; basic workers' compensation regulations, practices and procedures; staff development programs and trends; correct English usage, grammar, spelling, punctuation and vocabulary; job analysis techniques; employment methods.

**Ability to:** Effectively and efficiently assist in the management of the District's Office of Human Resources and its programs; learn and interpret District policies and procedures accurately; assume responsibilities and perform duties with minimal supervision and direction; effectively and efficiently manage public and staff information programs; communicate effectively and interact with a variety of persons, orally and in writing; establish and maintain cooperative and effective working relationships with District personnel, community members, interested agencies and organizations; operate or learn to operate office machines including a computer and appropriate software including database management, scheduling, email, word processing and spreadsheets; understand and follow oral and written instructions; maintain records, filing systems and office procedures for general, technical and statistical office systems; coordinate and organize tasks and people; work confidentially with discretion on sensitive and private information applicable to collective bargaining or other union matters, work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: an Associate's degree in human resources, business administration, public administration or related field and three (3) years of increasingly responsible Human Resources experience.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

**WORKING CONDITIONS**

**Environment:** Office environment. Driving a vehicle to conduct work as necessary.

**EMPLOYMENT STATUS**

Classified Confidential

***E:*** Essential functions of the job.

Approved 8/2005  
Leadership V