

TITLE	CLASSIFICATION	SALARY RANGE
Human Resources Specialist, Systems & Compensation	Management Team Confidential	8

SCOPE OF POSITION:

Under the direction of the Director, Human Resources, coordinate, maintain, monitor and enter personnel data in the Human Resources Information System (HRIS); provide reports for internal and external customers; and provide technical expertise in the operations of HRIS; interpret faculty union bargaining agreement; evaluate transcripts and work experience to determine faculty salary placements; maintain confidentiality of privileged and sensitive information.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinate, maintain, monitor and enter personnel data in the HRIS including new hires, position control information, title changes, budget code and salary schedule changes, terminations, payroll changes and other employee data; collaborate with payroll, budgeting and scheduling departments to ensure accuracy of data.
2. Serve as resource and provide technical expertise in the operations of the HRIS; provide training to District staff regarding operations and changes in the system.
3. Coordinate and compile personnel data for meetings, reports and other legal requirements; coordinate the timely production of reports from the system for the Human Resources Department, State Chancellor's Office and other regulatory agencies.
4. Evaluate transcripts and work experience for salary placement and class or step movement for faculty; develop and maintain data systems recording initial salary placement and progression for faculty; provide employees and Payroll with salary placement information.
5. Research employment and salary histories and respond to related inquiries from the public; monitor workload history of pro-rata and temporary contract faculty for potential future salary movement; prepare the bi-annual and annual load history reports for faculty and maintain related archives.
6. Collaborate with Human Resources, Payroll and Information Technology to identify, develop and respond to changing and new program needs; represent the District at meetings regarding system changes or issues and make recommendations for improvement; assist in implementation of new systems or processes.
7. Assist with contract negotiations and union grievance issues related to seniority, compensation, including conducting research, statistical analysis and salary surveys; maintain confidentiality of privileged and sensitive information.
8. Serve as resource for questions regarding faculty pay rates, salary schedules and interpretation of contracts; provide responses to inquiries; coordinate adjustments with Payroll.
9. Prepare and maintain statistics, employee demographic information, new hire lists and termination lists; process personnel action forms; maintain and distribute the classified seniority list; maintain the faculty seniority list lottery and distribution.
10. Serve as resource and reference during implementation of new salary schedules for faculty; meet with union representatives.
11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Operations, functions and reporting capabilities of human resources systems.
2. Human Resources operations, policies and objectives.
3. District policies and procedures related to assigned activities.
4. Applicable codes, laws, rules and regulations related to assigned areas.
5. Union contract language.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Record-keeping techniques.

ABILITY TO:

1. Provide technical expertise in the operations of HRIS.
2. Maintain confidentiality of privileged and sensitive information.
3. Perform accurate mathematical calculations.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Determine appropriate action within clearly defined guidelines.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree in human resources or related field.

EXPERIENCE:

Increasingly responsible human resources experience.