

TITLE: Human Resources Specialist

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general supervision, performs technical and specialized human resources functions to support District employees with an emphasis on leaves administration and employee compliance requirements. Responds to inquiries, interprets, applies, implements and communicates policies, procedures and labor union agreement provisions; prepares, tracks and processes sensitive and confidential employment information; updates and maintains records in automated systems.

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. Serves as a resource for the internal and external community on human resources programs, policies, procedures, and guidelines.
2. Administers employee leave programs; advises employees and supervisors of leave options as defined by appropriate labor union agreements, state and federal regulations; tracks durations of leaves based on medical notes when required; consults with employees and supervisors on implementation of substitute difference pay and catastrophic leave options; creates leave tracking calendars; prepares personnel action forms for leave-related actions; processes forms for approval and advises others on required information for personnel action forms; maintains catastrophic leave bank and reemployment list for employees who have exhausted all paid leaves.
3. Advises on implications to leave system updates and assists with implementation and revisions to procedures related to legislative and contractual changes to employee leave rights.
4. Oversees notice of absence tracking system; serves as the liaison between Human Resources and Information Technology for system updates; updates, maintains and processes all employee notice of absence submissions; ensures that accrued leave time is accounted for accurately; grants monthly leave accruals and rolls leave accruals in individual employee records by fiscal year; notifies employees of impending vacation maximum accrual status; notifies employees and supervisors of holiday and other negotiated time off and tracks and processes related documentation.
5. Processes accrued leave payoff requests; communicates with employees and CalPERS/STRS to convert sick leave to service credit upon retirement and for pre-retirement load reduction programs for faculty.
6. Oversees long and short-term disability requests; processes enrollment forms and submits census data and other reporting details to external carrier agency; serves as a liaison to employees and others.
7. Performs intake duties and provides support for worker's compensation and reasonable accommodation programs; processes documentation and communicates updates to employees, supervisors and third parties.
8. Tracks pre-employment physical clearances and other health-related pre-employment requirements; tracks ongoing employment requirements such as trainings, tuberculosis and other health clearances.

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KEY DUTIES AND RESPONSIBILITIES – Continued

9. Adjusts processes related to system upgrades and changes and performs updates and maintains human resources information systems; maintains confidential human resources data and records in accordance with collective bargaining agreements, applicable local, state, and federal regulations, programs, policies and procedures. Processes and updates employee records and researches and reconciles data discrepancies; gathers information, reviews data and prepares reports; may maintain and update webpages.
10. May supervise student employees.
11. May serve as lead worker to other classified and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Current human resources practices, including leaves administration and employee compliance requirements.
2. Basic web accessibility tools and document remediation.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Maintain detailed records and compile statistical information.
2. Apply and explain collective bargaining agreements, legal mandates, policies, procedures, regulations, and guidelines.
3. Maintain confidentiality, objectivity and empathy in serving the needs of the college community.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. 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 or certification in human resources or a closely related field of study required.

EXPERIENCE:

4+ years of experience in human resources or a related field required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).