

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES SPECIALST

BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer (CHRO), performs a variety of complex clerical and technical support duties related to both District and Student employment. Perform specialized Human Resources functional activities including: Employment Application Processing (systemic and applicant contact), Effective utilization of Student Employment, Coordination for all Leaves of Absence (Worker's Compensation, FMLA, etc.), and is the back-up for Payroll processing. Prepares, processes, and maintains related data, documents, and reports in accordance with all applicable District, State, and Federal provisions.

REPRESENTATIVE DUTIES:

Primary point of contact for employment recruitment and initial application processing (including students). Works collaboratively with HR Analysts to post accurate information related to vacancies, application instructions and database(s), and finalizing the application packets for HR Analysts/ supervisors to begin the screening process. Maintains a user-friendly job seeker / application website which helps answer FAQs and provides detailed information and instruction related to the assignment and application process.

Processes requests for Student Employment (including portions of Work Study program) in collaboration with the students, area supervisors, financial aid, and payroll. Compile related documentation, review hiring packets, draft board agenda resolutions, creates and disseminates timesheet instructions, collects approved timesheets and appropriately processes payroll. Works closely with area supervisors and students to help ensure an appropriateness and applicable compliance (e.g. FLSA standards, etc.) with student employment.

Captures and reviews student employment and student payroll data in order to make on-going recommendations to enhance the student employment program(s). Works collaboratively with the IVC employee Payroll Coordinator and is the designated back-up for this position.

Maintains all Leaves of Absence (LOA) files, filing documents and submitting them to the appropriate contacts(e.g. the employee/supervisor, Worker's Compensation carrier, etc.) in a timely manner as required by law. Maintains files of all confidential medical records and coordinates all Return To Work (RTW) programs or work restrictions /requests for accommodations with the employee and supervisor(s). Makes recommendations related to LOA risks and costs, worker safety, RTW plane efficiencies and overall program effectiveness.

Assists in conducting a variety of employment-related research; compile data and compose correspondence and reports. Assist with special projects Provides clerical support to overall administration of Human Resources function. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human Resources best practices and CA public sector regulatory frameworks.
Interpersonal skills such as tact, patience and courtesy..
Technology, and uses data to help automate forecasting /trending reports.
Oral and written communication skills.
HRIS systems /reports to assist and enhancement decisions.

ABILITY TO:

Effectively use time management principals and balance competing priorities.
Take initiative and exercise appropriate discretion.
Learn, interpret and apply rules, regulations and policies regarding human resources.
Operate office equipment
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Develop and meet scheduled deadlines.
Work confidentially
Develop methods of efficient data collection and reporting.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college level coursework in human resources management, public administration or related field and two years of increasingly responsible clerical experience involving public contact, records maintenance, spreadsheet and database knowledge along with experience with HRIS system development and maintenance.

Prefer an associate's degree combined with a Human Resources certification (PHR or SPHR) and two years of experience in a human resources environment.

WORKING CONDITIONS: Duties are primarily performed while sitting at a desk or computer terminal. Incumbents are subject to extensive contact with students, staff and the public. Constant interruptions, noise from talking, office equipment operations, frequent interruptions and contact in person and on the telephone.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms or kneel or crouch to file, see clearly to read find print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Occasionally must travel to other offices or locations to attend meeting or to pick up or deliver materials.