

# Ohlone Community College District



## Senior Human Resources Specialist (Classified Position)

### **DEFINITION:**

Under general supervision, performs a variety of Para-professional and technical duties in the support of the Human Resources Department involving the establishment, maintenance, and processing of District academic and classified personnel activities including but not limited to, employment and records/files processing and maintenance. May be required to work some evenings and/or weekends and supervise student workers or direct other short-term employees (EC 88003).

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- 1) Perform routine to moderately complex administrative details, including the following:
  - a. Tasks related to the District's human resources information system ("Colleague" or replacement). E.g., Analysis, data entry, and customized reports; act as liaison to payroll and other College departments.
  - b. Tasks related to preparing District reports mandated by local, State, and Federal agencies.
  - c. Tasks related to State of California retirement systems. i.e., State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS).
  - d. Assists in preparing Board of Trustees personnel related agenda items.
  - e. Tasks related to new employees orientation and exit interviews of resigning employees.
  - f. Tasks related to State unemployment insurance claims processing.
  - g. Tasks related to new employment processing such as finger printing, tuberculosis testing, W-2 form and INS 1-9 form, etc.
- 2) Receives, verifies, and answers inquiries regarding employment and benefits with the District.
- 3) Assists with special projects and assignments.
- 4) Maintains files and records; prepares reports; collects, organizes, and compiles technical and analytical data for personnel, survey, and ethnic reports as required.
- 5) Prepares and distributes job announcements including advertising in newspapers communities, journals, publications, etc.
- 6) Schedules tests and interview appointments for applicants as required; performs clerical tasks including correspondence with applicants and screening and interviewing.

**OTHER JOB RELATED DUTIES:** Perform related duties and responsibilities as required.

When Assigned as Temporary Lead:

At the sole discretion of the Dean, Human Resources and Training, designee or upon the recommendation of the President/Superintendent to the governing board, incumbent(s) in a position in this class may be designated as the temporary Lead/Senior Human Resources Specialist. When designated, the incumbent will receive a 5% monthly salary differential. Responsibilities of the Lead/Senior Human Resources Specialist, in addition to regular assigned

duties, are to coordinate the daily work assignments of the other staff in the Human Resources Office and coordinate relevant activities with the Payroll Office. Note: Temporary Lead duties not to included employee/employer relations issues and/or activities

**EXPERIENCE AND EDUCATION GUIDELINES:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible human resources clerical and technical processing experience such as a Human Resources Specialist I or equivalent position(s). Must possess adequate computer software, word processing (keyboarding) and spreadsheet skills.

**Education:**

Equivalent to completion of the twelfth grade and/or specialized clerical and technical processing course work or training in office practices and personal computer skills.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:  
Ability to work in a standard office environment.*

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:** Interpret and apply pertinent personnel, payroll and legal rules, policies and regulations; office methods and techniques including letter and report writing; proper English usage, spelling and vocabulary; operation of standard office equipment including word processing and data base software.

**Ability to:** train, plan and direct the work of other employees; perform difficult clerical and technical processing tasks with accuracy; understand and carry out complex instructions, both oral and written

**Skills to:** deal effectively with the public; establish and maintain cooperative working relationships with those contacted in the workplace; sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

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Board Approved:

(Unit modification to CSEA eff 2/1/07)