



West Valley - Mission

Community College District

Class Specification

Human Resources Specialist I/II/III – Confidential

Confidential Position (Non-Exempt Status)

Confidential Salary Schedule – Level I: Range 48, Level II: Range 52, Level III: Range 53

Definition

To perform varied technical duties in a variety of program areas, including recruitment and selection, classification and compensation, labor relations and contract administration, benefit administration, and employee training and development; and to provide technical support to supervisory and management staff.

Distinguishing Characteristics

Human Resources Specialist I

This is the entry level class in the Human Resources Specialist – Confidential series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Human Resources Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Human Resources Specialist II

This is the journey level class in the Human Resources Specialist - Confidential series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Human Resources Specialist III

This is the lead level class in the Human Resources Specialist – Confidential series and is distinguished from the I and II levels by the level of responsibility assumed, including providing technical supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Human Resources Specialist I - Confidential

Receives immediate supervision from an assigned supervisor; and may receive technical and functional supervision from higher level staff.

Human Resources Specialist II - Confidential

Receives general supervision from an assigned supervisor; and may receive technical and functional supervision from higher level staff.

Human Resources Specialist III - Confidential

Receives general supervision from an assigned supervisor.

Exercises technical supervision over assigned technical staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Plan, prioritize, and coordinate the work of staff assigned to one human resources functional area; develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Read, process, provide and coordinate confidential information related to the District's employer-employee relations, collective bargaining negotiations, and/or employee grievances.
- May schedule collective bargaining negotiation meetings, attend negotiation meeting, provide input and/or take notes; print copies and upload final approved documents to the website.
- May support faculty who are being transferred and facilitate the interactive process to meet ADA accommodation requirements; may coordinate worker's compensation and leave administration district wide; may perform investigations including interviewing and data collection.
- Interpret rules and regulations, contracts, policies and procedures, make recommendations for compliance and process improvements, and applies such interpretations and recommendations in the performance of assigned responsibilities.
- Provide technical assistance to employees and human resources management on issues related to assigned responsibilities.
- Conduct surveys and compile data; perform research and statistical analysis, coordinate programs or special functions or projects, and prepare related reports, manuals and policies.
- Coordinate with the finance department to maintain the district's position control.
- Respond to requests for information from employees and/or the general public over the phone, in person and email regarding a variety of human resources programs and services, may support multiple units.
- May act as the administrator for the department specialized software programs, including the human resources module of the payroll/Human Resources Information System (HRIS) software; assist in developing application of specialized software to improve employee access of employment data.
- Assist with, or coordinate, the day-to-day operations of the district's employee benefit and insurance plans, including coordinating and monitoring paperwork related to COBRA, Department of Transportation, Department of Motor Vehicles pull notice and other programs, may be point person taking primary responsibilities for specific areas assigned; assist retirees with benefit plan issues and reconcile premium reimbursements.
- Verify personnel action documents related to employee status changes, including new hires, salary increases, promotions, transfers, separations, specialty pay and input data into the automated human resources system; audit data for accuracy.
- Coordinate, or assist with the coordination of, recruitments, which includes creating the job announcement, posting job announcements on-line, preparing advertisements and targeted outreach materials for mailings, scheduling and coordinating written exams and first level interviews, preparation of first level and other testing materials, creating eligibility lists and developing letters for the candidates.
- Assist with the pre- and post-employment processes for new hires, to include scheduling of pre-employment medical examinations, scheduling of, or conducting, new hire orientations with higher level staff, preparing new employee benefit package and hire letters mailed to new employees.

- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

Minimum Qualifications

Human Resources Specialist I

Knowledge of

- Principles and practices of personnel policies and procedures.
- Principles and practices of educational organization and administration.

Ability to

- Learn and perform technical and specialized duties in assigned human resources areas.
- On a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; observe, identify and problem solve operational and technical policy and procedures; understand, interpret and explain department policies and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Read, interpret and explain pertinent rules, regulations, laws and bargaining unit contract language.
- Maintain detailed and accurate records.
- Perform basic mathematical operations; make arithmetic calculations quickly and accurately.
- Exercise discretion and tact in resolving confidential, difficult or sensitive issues or situations.
- Maintain and manage various human resources databases; train staff and faculty in use of online resources as needed.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

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

Experience

One year of human resources administrative support experience is desirable.

Education

Equivalent to an Associate's degree from an accredited college with major coursework in human resources management, general education, or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

Human Resources Specialist II

In addition to the qualifications for the Human Resources Specialist I:

Knowledge of

- Human resources information systems programs.
- Federal and state employment laws; federal and state laws pertaining to areas of assignment.
- Collective bargaining processes, worker's compensation, leave management, ADA accommodation processes and investigation techniques.
- Tools, methods and techniques of technical recruitment and selection processes; benefits administration; classification and compensation plans; records management.

Ability to

- Review, proofread, and analyze complex documents and make recommendations to solve administrative problems.
- Recognize program needs and develop strategies to implement more efficient systems and procedures.
- Perform complex and detailed technical work, including arithmetic calculations with independence.
- Accurately analyze and enter data into a human resources system and other databases or record systems.

Experience and Education

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

Experience

Two years of responsible experience similar to Human Resources Specialist I with the West Valley-Mission Community College District.

Education

Equivalent to an Associate's degree from an accredited college with major coursework in human resources management, general education, or a related field.

Human Resources Specialist III

Knowledge of

- Principles and practices of technical supervision.
- Principles and practices of personnel policies and procedures.
- Principles and practices of educational organization and administration.
- Human resources information systems programs.
- Federal and state employment laws; federal and state laws pertaining to areas of assignment.
- Collective bargaining processes, worker's compensation, leave management, ADA accommodation processes and investigation techniques.
- Tools, methods and techniques of technical recruitment and selection processes; benefits administration; classification and compensation plans; records management.

Ability to

- Provide technical supervision over assigned staff.
- On a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; observe, identify and problem solve operational and technical policy and procedures; understand, interpret and explain department policies and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

- Review, proofread, and analyze complex documents and make recommendations to solve administrative problems.
- Recognize program needs and develop strategies to implement more efficient systems and procedures.
- Perform complex and detailed technical work, including arithmetic calculations with independence.
- Accurately analyze and enter data into a human resources system and other databases or record systems.
- Read, interpret and explain pertinent rules, regulations, laws and bargaining unit contract language.
- Maintain detailed and accurate records.
- Perform basic mathematical operations; make arithmetic calculations quickly and accurately.
- Exercise discretion and tact in resolving confidential, difficult or sensitive issues or situations.
- Maintain and manage various human resources databases; train staff and faculty in use of online resources as needed.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

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

Experience

Two years of responsible experience similar to Human Resources Specialist II with the West Valley-Mission Community College District.

Education

Equivalent to an Associate's degree from an accredited college with major coursework in human resources management, general education, or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Professional Non-Faculty

Approved Date: August 30, 2023

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