Foothill De Anza Community College District
Human Resources Specialist, Classified and Management

Department: Human Resources

College: Central Services

Date: February, 1996

POSITION PURPOSE
Reporting to the Director of Human Resources, establishes criteria; formulates projects, assesses program effectiveness, analyzes problems, questions or conditions. Maintains position control records and personnel records; provides resources for collective bargaining; audits personnel changes; generates management reports; interprets and implements policies and procedures. Supervises support staff; coordinates meetings; and maintains security for Human Resources Systems (HRS).

NATURE and SCOPE
The Human Resources Specialist, Classified and Management, supervises the Human Resources Technicians, Casual Data Entry Clerks, and Student Employees.

This position is responsible for resolving position and assignment corrections, and adjustments; and work assignment of support staff, and work priorities.

KEY DUTIES and RESPONSIBILITIES
1. Approve all staffing requisitions for management, classified and faculty positions; interpret and implement personnel policies and procedures.
2. Provide resources to the management team for classified negotiations including written summaries, analysis of data, transcription of minutes and making changes to the contract.
3. Generate various ad hoc reports from data downloaded from the VAX.
4. Audit and ensure the accuracy of all personnel changes in Human Resources.
5. Supervise support staff including planning for special projects.
6. Maintain Administrative Achievement Award data and coordinate payment of award.
8. Oversee Human Resource System security access including review, recommendation, changes, troubleshooting, and monitoring.

EMPLOYMENT STANDARDS
Knowledge:
1. District personnel rules and regulations, and Board Policy.
2. Collective bargaining agreements.
3. Education code.
5. Public Employees Retirement System.

Skills and Abilities:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Communicate effectively both orally and in writing.
4. Ability to interpret specific laws and regulations regarding personnel procedures preferred.
5. Ability to interact effectively with key college and central services department preferred.
6. Organizational skills preferred.

Education and Experience:
1. High School Diploma or equivalent.
2. Minimum of 2 years of college course work.
3. Advanced computer experience, specifically with downloading and transferring data.
4. 2 years Human Resources experience in a Community College preferred.
5. HRS skill and experience preferred.

Working Conditions:

Typical office environment.

Range: P-11
EEO-Category: H-30