POSITION PURPOSE

Under the direction of the Vice Chancellor of Human Resources and Affirmative Action, interprets and implements the personnel policies and procedures for faculty personnel. Responsible for the implementation of programs, such as reduced workload, retirement incentive, professional development leaves, early notice incentive, and professional achievement awards. Monitor data input into HRS for faculty personnel.

NATURE and SCOPE

The Human Resources Specialist, Faculty Personnel supervises a Human Resources Technician I, and serves as a resource to the campus Human Resources Technician II’s.

This position is responsible for resolving faculty assignment issues, and establishing work priorities for support staff.

KEY DUTIES and RESPONSIBILITIES:

1. Implementation of faculty personnel programs and services.

2. Serve as resource person for contract and policy interpretation, as well negotiations. This includes research and analysis.

3. Provide data to produce budget projections for reduced workload, retirement incentive, professional development leaves, early notice incentive and professional achievement awards.

4. Implement and audit personnel board actions.

5. Oversee process and train staff on column and step placement of faculty.

6. Assists employees to prepare new and/or revised forms for personnel and payroll purposes.

7. Provides information to campus staff regarding fringe benefit programs, including retirement, vacation, and sick leave.

8. Maintains personnel files.

9. Assists campus staff submit appropriate and timely requests and forms for Professional Development leave, Retirement Incentive, Reduced Workload, Early Notice Incentive, Professional Achievement Awards and insures timely submittal to District Office.

10. Monitors and maintains the Human Resource System personnel database and generates management reports as required.

11. Prepares input to computer to ensure accurate paychecks, including budget codes and salaries as well as projections for budget purposes; processes recasts/allocations for correct budget information.

12. Perform annual rollover of positions and creation of assignments for faculty.
13. Prepares faculty portion of Staff Data Report.
14. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:
1. Personnel policies and practices; office management; HR data systems.
2. District Human Resources policies, procedures and practices.
3. Part-time faculty employment policies and procedures; compensation practices.
4. FA Contract issues.

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. Learn and interpret specific laws, rules and policies regarding personnel procedures and to apply them with good judgment in a variety of situations.
3. Work independently and make decisions.
4. Implement complex and labor intensive procedures and develop systems to track a variety of data within critical timelines.
5. Establish and maintain cooperative relationships with a diverse group of faculty, classified staff, and administrators.
6. Facilitate communication between campus and district offices regarding personnel issues and concerns.
7. Develop and maintain accurate personnel records and files.
8. Analyze situations accurately and adopt an effective course of action.
9. Supervise and provide training to support staff.

Education and Experience:
1. High School Diploma or equivalent.
2. Minimum of 2 years of college course work.
3. 2 years Human Resources experience in a Community College preferred.
4. HRS skill and experience preferred.
5. Supervisory experience preferred.

Working Conditions:
Typical office environment.

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