



Position Title:	HR Specialist I, Admin.	
Reports To:	Admin. Asst. to Vice Provost	
Department:	Division of Human Resources	Job Code: 4174-00E
Prepared By/Date:	Jennifer C. Brito/07-2006	Job Group: SNE
Approved By/Date:	Jennis Ramsay/07-2006	Salary Grade: 7
Revised:	Jennifer C. Brito/4-27-2009	FLSA Status: Non-Exempt

Summary:

This is specialized human resources work of moderate complexity in the district Personnel Services office. Performs a variety of work directly related to personnel policies, procedures, records, payroll and benefits. Employees may act in an advisory capacity to the professional staff, faculty and classified staff on routine technical matters, referring more difficult inquiries to a supervisor or administrator.

Essential Duties and Responsibilities:

- Greets visitors, answers telephones, screens and directs callers
- Maintains visitors' control log
- Prepares on-line payrolls
- Prepares electronic financial transactions as required
- Receives and sorts mail for distribution including legal documents
- Assists with digitalization of personnel files and records
- Provides high quality customer service to the College's faculty, staff and visitors
- Maintains conference rooms appointment schedules for division
- Reviews daily and assigns hotline messages to departments
- Maintains confidentiality of any documents received
- May be assigned to other areas/duties to provide assistance on an as needed basis (e.g., Benefits, Compensation, Employment), including warehouse records retention
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of State Board of Community College Rules, College Policies and Procedures and the ability to apply this knowledge to problems and situations.
- Knowledge of the principles of office management and supervision and ability to apply this knowledge to work problems.
- Knowledge of Microsoft Office applications.
- Excellent interpersonal and communication skills (both verbal and written).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to handle confidential and sensitive information efficiently.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work effectively with employees and students in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Three years (3) of advanced clerical work experience in human resources or related work.
- Must be able to travel to all campuses, as needed.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name