



Position Title:	HR Specialist III	Job Code:	4179-00E
Reports To:	Employment Manager	Job Group:	SNE
Department:	Division of Human Resources	Salary Grade:	10
Prepared By/Date:	Kiomara Hidalgo/08-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Kiomara Hidalgo/08-2006		
Revised:	Jennifer C. Brito/4-30-2009		

Summary:

Provides guidance, coordination, and support in the effective and consistent application of the department's policies and practices. General supervision is received from a manager who reviews work procedures and output for accuracy and through general observation of the work.

Essential Duties and Responsibilities:

- Directs and supervises the preparation and processing of data for manual files or computer input.
- Plans, assigns and supervises work of clerical employees engaged in record keeping and processing data for computer input.
- Prepares periodic reports, reviews computer reports, updates and maintains database tables, prepares computer programming requests.
- Performs complex record keeping functions which requires independent judgment.

Knowledge, Skills and Abilities:

- Knowledge of business principles and practices as well as knowledge of general office practices and record keeping and ability to apply that knowledge.
- Knowledge of college policies and procedures.
- Knowledge of principles of personnel management, ability to prepare complex and accurate reports.
- Knowledge of applicable local, state and federal laws and regulations.
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Excellent organizational and communication skills (both verbal and written).
- Strong interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community.
- Ability to supervise the work of subordinates for proper performance.
- Ability to keep complex records, assemble and organize data.
- Ability to work effectively in a team environment.
- Knowledge of full-time and part-time salary schedules.
- Skill in evaluating job content and writing accurate job descriptions.
- Ability to work in fast paced environment with tight deadlines.
- Ability to respond to inquiries in a timely and courteous manner.
- Ability to handle confidential/sensitive information efficiently.
- Ability to speak effectively to internal and external customers.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty and staff.

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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

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.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible in any human resource discipline or equivalent combination of experience and education.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name