

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: HUMAN RESOURCES  
SPECIALIST**

**SALARY TABLE: 29**

**SALARY RANGE: 32**

**BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of technical duties in support of Noncredit Programs new and returning short term hourly and part-time faculty human resources operations and activities; process new part-time Noncredit Program employees; monitor teaching assignments of faculty; provide information and assistance to employees, job applicants and the general public regarding Noncredit Program personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of technical duties in support of new and returning short term hourly and part-time faculty human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; consult with Vice President and/or refer more difficult or sensitive issues to main campus Human Resources or Payroll office as appropriate.

Conduct the orientation and processing of new personnel according to established procedures; prepare and maintain adequate supply of employment forms and collate packets for processing new hires; collect and process various employment forms and applications; arrange and follow-up for clearance on fingerprints; monitor compliance with TB test requirements; forward new employee information to payroll and other departments; verify compliance for international student workers; as directed, prepare and submit related agenda items for Board authorization.

Perform a variety of technical duties in the monitoring of adjunct faculty assignments and renewals to assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges credential requirements; assure credentialing activities comply with established guidelines, policies, regulations and procedures.

Input employee information and a variety of other data into appropriate computer systems; maintain manual and automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.

July 2013

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding Noncredit Program job openings, minimum qualifications and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Monitor Schedule of Classes and Teacher Load report for teaching assignments; review credit workload assignments for Noncredit Program faculty; maintain and update changes in teaching assignments and Payroll Authorization forms; notify Scheduling Office and Educational Programs Support Office of errors as appropriate.

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Develop, implement and perform special projects and prepare various forms and reports on behalf of the Vice President (i.e. faculty workloads, faculty hiring); attend to administrative details on special matters as assigned monitor and keep the administrator current concerning progress of office projects and activities.

Communicate with personnel, various outside agencies, students and the public to exchange information, coordinate activities and resolve issues or concerns; communicate in a designated second language as assigned by the position.

Receive, sort and distribute human resources-related mail as required; compose replies independently or from oral direction; prepare and distribute informational materials and bulk mailings; contact others to request documents as needed.

Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, credentials, job location, job assignment; monitor hours and update salary steps.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Perform a variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

Develop and implement office procedures to enhance efficiency of office operations; create office forms which facilitate work flow; assist the Vice President with the implementation of policies and procedures as directed.

Process reimbursement claims as assigned; collect, deposit and account for various monies and fees as required.

July 2013

Train and provide work direction and guidance to student workers and designated hourly staff as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current laws, codes, regulations, rules, practices and procedures related to part-time employment of Noncredit Program faculty and hourly staff.

State Minimum Qualifications for part-time Noncredit Program faculty.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Operations, policies and objectives relating to human resources activities.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Technical aspects of field of specialty.

Data entry and retrieval techniques.

Mathematical computations.

**ABILITY TO:**

Assure compliance with State Minimum Qualifications for part-time noncredit program faculty.

Interpret, apply, explain and assure compliance with laws, codes, regulations, rules, practices, policies and procedures related to part-time noncredit program faculty and hourly staff.

Perform a variety of technical duties in support of human resources operations and activities.

Participate in the orientation and processing of new personnel.

Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.

Assure smooth and efficient office operations.

Prepare and maintain a variety of manual and automated personnel files, records and reports.

Prepare announcements for job openings and place advertisements. Learn organizational operations, policies and objectives.

Distribute, screen and process employment applications and other personnel-related documents. Maintain confidentiality of sensitive and privileged information.

Compose correspondence and written materials independently.

July 2013

Type or input data at an acceptable rate of speed.  
Understand and follow oral and written instructions.  
Operate a variety of office equipment including a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Complete work with many interruptions.  
Determine appropriate action within clearly defined guidelines.  
Make mathematical computations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college level coursework in business, human resources or related field and three years increasingly responsible clerical or human resources or related experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.  
Reaching overhead, above the shoulders and horizontally.