POS

POSITION TITLE: Lead Human Resources Specialist (Confidential)

JOB CLASSIFICATION: ___ Administrator - Educational ___ Administrator - Classified ___ Faculty

X Confidential ___ Classified

RANGE: C22

HOURS PER DAY: Up to 8

HOURS PER WEEK: Up to 40

MONTHS PER YEAR: Up to 12

REPORTS TO: Associate Vice President of Human Resources or Designee

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general supervision of the Associate Vice President of Human Resources, performs a broad range of professional Human Resources generalist work and analyses in support of the District’s Human Resources functions; and other related duties as assigned.

Incumbents serving in positions assigned to this class have, in the regular course of duties, access to, and may possess information relating to, the employer's employer/employee relations.

The Human Resources Specialist is the advanced working level classification among the Human Resources Division support staff series. Positions allocated to this class experience extensive contact with the public and staff. Performance of duties requires a working knowledge of federal, state and District policies, Education Code, Labor Code, Public Employees’ Retirement Law, Teachers’ Retirement Law, collective bargaining contract provisions, the organizational structure, and the ability to maintain confidentiality.

TYPICAL DUTIES

Essential Functions:

- Prepare and maintain a variety of personnel related information, statistics and documentation such as recruitment files, personnel files, employment contracts for faculty and management employees, department reports, collective bargaining and other reports.
- Research information and provide input to the Associate Vice President of Human Resources on a variety of Human Resources related matters; prepare reports and correspondence as needed.
- Lead the District’s benefit program to include medical, dental, vision, pension plans, Workers’ Compensation program, Section 125 plan and 403(b) and 457(b) voluntary investment plans.
- Interpret, explain and apply the California Education Code, Teacher's Retirement Law, federal and state laws as they apply to benefits; establish procedures that support
compliance with such laws.

- Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection and record-keeping.
- Input employee benefits and other data into the District’s integrated software system; maintain employee data to ensure benefits are allocated properly.
- Prepare payroll and contribution reports to verify accurate reporting of employee service to pension plans.
- Create and maintain deduction codes associated with benefits plans.
- Coordinates interactive process meeting and accommodation plans for employees under Americans with Disabilities Act and Federal Employment and Housing Act regulations. Initiations interactive process meetings, worker’s compensation meetings; facilitates meetings; documents process; and maintains files.
- Compile forms and follow up on all workers’ compensation claims.
- Provide information to Associate Vice President of Human Resources on all claims and new work restrictions.
- Coordinates worker’s compensation program activities; receives, reviews, process and monitors claims; prepare documents, reports, arranges for treatment, serves as liaison between employee, district and broker/carrier; advises managers and employees regarding guidelines and procedures; tracks medical treatments, lost time and temporary disability; monitors modified duty accommodations. Serves as contact person for technical Worker’s Compensation issues.
- Work cooperatively with Payroll and Human Resources staff to test changes to the integrated software system, ensure functionality and prevent negative impacts on other departments.
- Plan seminars and benefit fairs; conduct workshops for the education of employees on insurance, retirement and investment options.
- Assists employees in the preparation of enrollment applications and the completion of other benefits-related materials; reviews enrollment materials for accuracy, completeness and compliance with established laws, policies, and procedures.
- Coordinates and conducts new employee benefit orientations and in-service trainings.
- Serves as liaison between the District, plan vendors, third party administrators and employees. Works with third party administrators to determine the best plan options. Transfers data to external contacts for services, premiums and plan administration. Investigates discrepancies and provides information in non-routine situations.
- Reviews and audits monthly premium statements for all group insurance policies and maintains statistical data relative to premiums, claims and costs.
- Works with management and bargaining units annually to help in accessing benefit plans and offerings.
- Administers and records leaves of absences in accordance with State and Federal laws.
- Reviews and audits lists of pension plan participants for accuracy, resolves issues, and initiations pension benefits. Maintains and monitors retirement benefit files and assures compliance with government regulations.
- Assist in the resolution of difficult employment problems and complaints and recommend corrective action under the direction of the Associate Vice President of Human Resources.
- Provide information and documents for the collective bargaining process; assist in
contract negotiations and maintain collective bargaining agreements.
• Maintain Human Resources administrative policies and procedures.
• Maintain and process employee salary information into integrated software system and provide related documentation to the employee and appropriate departments.
• Perform complex technical duties preparing and processing a variety of confidential information including but not limited to salary analysis, upward mobility and reclassifications, along with other legal and compliance issues.
• Lead recruitment and selection processes on positions; assure compliance with county, state and federal regulations and guidelines concerning Human Resources administration.
• Lead activities related to classification, salary placement and orientation for new employees.
• Serve as Equal Employment Opportunity representative on selection committees on non-faculty positions; assure compliance with Equal Employment Opportunity rules and regulations.
• Work with departments to assess and improve organizational structure for effectiveness; develop new classifications by analyzing relevant job functions, reporting relationships and job qualifications, under the direction of the Associate Vice President of Human Resources.
• Plan and conduct classification studies to determine appropriate duties, responsibilities, classification and allocation of positions; writes and revises job descriptions as necessary. Gather and summarize salary comparison data.
• Prepare personnel-related Board actions in accordance with established formats and timelines; prepare, compile and organize appropriate background materials for open and closed sessions of the governing board meetings.
• Coordinate and oversee the work of Human Resources personnel engaged in Human Resources duties.
• Trains and instructs human resources staff in established methods and procedures.
• Establishes, schedules, and prioritizes assigned human resources projects and activities.
• Schedules and supervises student workers.

EMPLOYMENT STANDARDS

Knowledge of:
• Methods, practices, terminology and procedures used in Human Resources administration.
• Educational payroll, retirement systems, group health plans and applicable laws and regulations;
• Electronic data entry and computer applications for record keeping; Datatel software preferred;
• Recruitment and salary placement employees.
• Applicable sections of District policies and other applicable regulations.
• State and federal laws, codes and regulations concerning Human Resources administration, including equal employment opportunity, workers' compensation, and COBRA.
• State minimum qualifications for Faculty, administration and other academic positions.
• Research methods, report writing and proof-reading techniques.
• Reclassification principles and procedures.
• Duties performed in a variety of occupational fields.
• Specific guidelines for selection compliance.
• Technical aspects of processing new employees and maintenance of employee's files.
• Fingerprinting techniques, regulations, policies and procedures.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• District personnel policies and procedures.
• Interpersonal skills using tact, patience and courtesy.
• Record-keeping techniques.
• District organization, operations, policies and objectives.
• Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;

Ability to:
• Use computer programs necessary for record keeping and databases.
• Coordinate and assist with planning of operation activities of the Human Resources office.
• Coordinate, plan, manage and perform a variety of complex technical duties related to the employment, recruitment, benefits and records for the District's academic or classified personnel.
• Perform complex technical duties preparing and processing a variety of confidential information.
• Operate a variety of office equipment such as computers, calculators, copiers and scanning devices;
• Make arithmetic calculations quickly and accurately;
• Manage, coordinate, plan and perform complex analytical research.
• Manage and coordinate district fingerprinting program.
• Perform complex assignments independently.
• Research information and analyze data to arrive at valid conclusions, recommendations and plans of action.
• Perform, simultaneously, numerous assignments with close attention to detail, schedules and deadlines.
• Assure compliance with a variety of complex government regulations.
• Learn new procedures, files, systems and equipment including utilization of data processing systems.
• Research and prepare position descriptions.
• Learn, interpret, apply and explain rules, regulations, policies and procedures.
• Develop and maintain confidential personnel records.

QUALIFICATIONS

Education and Experience Required:
POSITION DESCRIPTION

POSITION TITLE: LEAD HUMAN RESOURCES SPECIALIST (CONFIDENTIAL)

- Any combination equivalent to: bachelor’s degree in Human Resources, Business Management, Business Administration, Public Administration or related field.
- 5 years of increasingly responsible Human Resources experience.
- Or any equivalent combination of education and experience.

License and Certificates:
- Possess typing certificate demonstrating at least 50 wpm.
- Valid driver’s license and eligible to obtain California driver’s license upon hire.

Duties may require the physical ability to:
- See for the purpose of reading regulations, laws and codes, rules and policies and other printed matter.
- Dexterity of hands and fingers to operate a typewriter and computer keyboard.
- Reaching overhead, above the shoulders, and horizontally, bending at the waist.
- Hear and understand speech at normal levels.
- Speak so that others will be able to understand a normal in-person and telephone conversation.
- Sit or stand for extended periods of time.
- Lift and/or carry 25 pounds.
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

APPROVALS

Date Created/Revised: 10-17-14
Cabinet Reviewed: 10-28-14
Board Approved: 11-12-14

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)