

## **HUMAN RESOURCES SPECIALIST**

### Series Specification

Confidential Human Resources Specialist I

Confidential Human Resources Specialist II

Confidential Human Resources Specialist III

### **DEFINITION**

Under general supervision of the assigned manager/supervisor, this series specification describes three classes used to perform specialized technical/clerical work in support of the administration of one or more major segments or functions of the Human Resources Department.

### **TYPICAL DUTIES**

Incumbents complete and process technical transactions; monitor and control activities according to District policy and procedures, federal and state rules and regulations, and collective bargaining agreements; identify issues and concerns relating to operations, human resources procedures, and coordinate the resolution of issues; prepare and maintain operational policies, procedures and systems; maintain personnel files; review college transcripts, credentials, assess course work and work experience for salary placement, and to determine if minimum qualifications and other employment requirements are met; screen applicant pools for minimum qualifications; provide orientations and workshops; prepare human resources board agenda items; enter, maintain, and extract accurate employee and applicant information using the human resources information systems; assist with the review, analysis, and updating of the human resources information systems; serve as liaison between human resources and computer support services; represent department in meetings; update Human Resources web pages; assist with determining appropriate faculty service areas; extract, research and analyze data for reports and employment negotiations; perform special projects; prepare correspondence and reports; oversee work of temporary staff; perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

ALL: Level of difficulty; variety and complexity of assigned tasks; independence of actions and decisions; impact of decisions made in the course of duties. Incumbents in the position of Confidential Human Resources Specialist are designated as confidential employees; in the regular course of their duties they have access to or possess information relating to the District's employer-employee relations and also support management in the administration of district programs. Work at the Confidential Human Resources Specialist levels requires a greater depth of knowledge and analysis and is performed with greater independence.

### **LEVEL DESCRIPTIONS**

**CONFIDENTIAL HUMAN RESOURCES SPECIALIST I:** The Confidential Human Resources Specialist I is an experienced technician. Under general supervision of assigned manager/supervisor, incumbents perform a variety of complex technical and clerical support duties of the Human Resources Department.

**CONFIDENTIAL HUMAN RESOURCES SPECIALIST II:** A lead level class of the series. Incumbent is an experienced Confidential Human Resources Specialist I or equivalent who, under general supervision of assigned manager/supervisor, performs a variety of complex technical support duties of the Human Resources Department; assignments require ability to proceed independently in the execution of tasks and coordination of assigned area(s); assign and review work of regular and temporary staff.

**CONFIDENTIAL HUMAN RESOURCES SPECIALIST III:** A lead level class of the series. Incumbent is an experienced Confidential Human Resources Specialist II or equivalent who under general supervision of assigned manager/supervisor, is assigned major responsibility for technical transactions, specialized duties and coordination of the assigned area(s), and is distinguished from the Confidential Human Resources Specialist I and II by the amount of responsibility, leadership and discretion exercised, expertise demonstrated, and complexity and scope of work performed; assign and review work of regular and temporary staff.

**QUALIFICATIONS**

**EXPERIENCE**

Promotional

General

Confidential Human Resources Specialist I

One year of experience with Los Rios CCD at the level of Confidential Human Resources Assistant III.

Two years of experience related to the representative duties of the position.

Confidential Human Resources Specialist II

One year of experience with Los Rios CCD as a Confidential Human Resources Specialist I.

Three years of experience related to the representative duties of the position.

Confidential Human Resources Specialist III

One year of experience with Los Rios CCD as a Confidential Human Resources Specialist II or two years of experience with Los Rios CCD as a Confidential Human Resources Specialist I.

Four years of experience related to the representative duties of the position.

**EDUCATION**

Completion of two years of college from an accredited institution with a minimum of 12 units in business, human resources/personnel administration, public administration or related field. (Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.)

**KNOWLEDGE OF**

**ALL LEVELS:** Knowledge of policies, procedures, systems, rules, regulations and processes pertaining to the operation of the assigned area; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing. Knowledge of

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arithmetic; proper office procedures and methods; principles and processes for providing effective customer service; receptionist duties, telephone techniques and filing systems; use of technology to effectively perform responsibilities, including but not limited to spreadsheets, word processing, Internet use, email, and software specific to the assigned area. Knowledge of instructional disciplines and related minimum qualification requirements for teaching. Knowledge of District human resources policies, practices and operations.

**CONFIDENTIAL HUMAN RESOURCES SPECIALISTS II & III:** Knowledge of research methods and analysis, independent investigation/research capabilities, basic principles of leadership, supervision and training.

**SKILLS IN**

**ALL LEVELS:** Skill in understanding written sentences and paragraphs in work related documents; communicating tactfully and effectively with others orally and in writing as indicated by the needs of the audience; and listening to what other people are saying and asking questions as appropriate. Skill in finding information and identifying essential information; finding ways to structure or classify multiple pieces of information; adjusting actions in relation to others' actions; managing one's own time and the time of others.

**CONFIDENTIAL HUMAN RESOURCES SPECIALISTS II & III:** Skill and technical competency in assigned areas; assessing how well one is doing when learning or performing tasks; and leading the work of others.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

**ALL LEVELS:** The ability to perform the essential functions of the position; work with minimal direct supervision; sustain regular work attendance; work cooperatively and effectively with the public and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and timelines. The ability to learn and follow rules, regulations, collective bargaining contracts, and policies regarding human resources; operate modern office equipment; learn, interpret and apply specific rules and policies with good judgement; and correctly follow directions or a given rule or set of rules. The ability to read, write and use arithmetic at the level required for successful job performance; prepare routine correspondence independently. The ability to file and check records accurately; data enter at a speed proficient to complete the duties of the position in a timely manner; perform complex technical work with speed and accuracy; do independent research; deal effectively and responsibly with problem situations; ability to lead the work of staff; and establish and maintain proper working relationships with those contacted in the performance of required duties.

**HUMAN RESOURCES SPECIALIST II and III:** The ability to train, oversee and lead the work of others.

**TYPICAL EQUIPMENT USED (May include, but not limited to)**

Current office technologies including computers, printers, faxes, telephones and copiers; media duplication and replication equipment, and other equipment common to the field to which the position is assigned.