

***BARSTOW COMMUNITY COLLEGE DISTRICT***

**POSITION: HUMAN RESOURCES SPECIALIST – CERTIFICATED EMPLOYEES**

Under the direction of the Vice President of Human Resources, administer personnel functions and services for certificated employees;. The Human Resources Specialist provides advanced support in a shared-services office environment to ensure HR-related transactions are handled with a high degree of expertise, customer satisfaction, and timely response and resolution. This position helps resolve moderate to complex work-related problems, issues, and complaints; collaborates with administrators, directors, managers, and supervisors on the application of HR-related policies, procedures, and guidelines. This position interacts with Payroll, external vendors, faculty, and staff to facilitate the exchange of information and to assist in resolving a variety of employment matters and prepares mandated and other operational reports, including Board Agenda items for appropriate personnel actions.

**REPRESENTATIVE DUTIES:**

- Provide assistance and counseling to certificated managers and employees on matters, including those of a sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules, and regulations.
- Assist the Vice President, Human Resources with matters concerning employer-employee relations, contract management and employee organizations; serve on the District’s negotiating teams.
- Administer the recruitment, selection and employment program for certificated personnel ensuring compliance with legislation in hiring decisions. Evaluate faculty transcripts for qualification compliance to teach various academic or vocational disciplines; prepare initial placement of full-time and part-time faculty members on the salary schedule; communicate with the County Superintendent of Schools regarding employment issues and requirements.
- Assist with the administration of certificated personnel programs to ensure that the programs are in accordance with applicable laws, codes, policies, procedures, and sound personnel management practices.
- 
- Participate in creation and facilitation of new employee orientation consisting of general District information and the District’s benefits package options; supply employees with enrollment forms and brochures; complete and forward benefits changes to the Business Office.
- Serves as administrator for E-benefits and participates in insurance committee meetings regarding employee benefits
- Creates and maintains personnel data bases for in-house and distribution uses.
- Assure compliance with personnel records retention requirements; develop and design reports as necessary for certificated employees.

- collaborates with Academic Affairs to administer the District's performance evaluation programs and tracks permanency status progress for certificated employees.
- Conducts discrimination and harassment investigations; develops and makes recommendations for resolution of complaints and allegations; gathers, analyzes, organizes, and compiles documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations; maintains confidential case files on investigations and audio recordings of interviews
- Assists with personnel functions such as employee leave programs and workers compensation claims.
- Provide counseling to employees concerning personnel matters.
- Assist with the administration of compensation and salary placement issues.
- Assists the Vice President of Human Resources in special projects and research endeavors.
- File staff membership documents with appropriate retirement agencies for PERS and STRS enrollments; coordinate appointments with STRS or PERS retirement specialists for prospective District retirees.
- Perform confidential secretarial and clerical work in support of District human resources, staff development, grievance and employee/labor relations functions.
- Prepare agendas and take and transcribe minutes of collective bargaining negotiations and meet and confer sessions with classified and faculty bargaining units.
- Prepare materials for labor relations, grievances, affirmative action, Title IX, and gender equity and unemployment insurance matters.
- Issue annual contracts for certificated employees; issue part-time faculty contracts each semester.
- Serve as the District contact for Live Scan Fingerprinting Services with appropriate state and federal agencies and local entities; process electronic fingerprinting; maintain records for new employees.
- Assist with administration of the District's Professional Development plan, Staffing Plan and other HR initiatives to include: in-service training workshops for classified personnel, faculty members and administrators on personnel-related topics.
- Support and promote compliance with the District's Staff EEO diversity Plan in various aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
- Participate in shared governance through service on planning and/or operations committees and task forces; attend meetings of Board of Trustees and appropriate District, College and employee functions.
- Provide input in the hiring and evaluation of human resources office staff and assist in the overall operation of the Office.
- Assist with the development and implementation of new or revised procedures, forms and systems.
- Assist in the preparation and monitoring of the human resources office budget.

- Perform a variety of clerical duties including typing and composing memos, letters and general correspondence from written and dictated material; process incoming and outgoing mail.
- Operate a variety of standard office equipment including a personal computer, computer terminal and applicable software, and typewriter.
- Perform secondary Department receptionist duties for telephone and walk-up inquiries regarding employment opportunities, benefits and procedural information.
- Prepare and compile a variety of reports, surveys, records and files, and respond to surveys from other districts and agencies
- Remains current on related laws, regulations, and practices affecting labor and employee relations by subscribing to related literature, attending conferences, seminars, and/or enrolling in courses; applies interpretations of the rules and regulations of the San Bernardino County Superintendent of Schools, California Education Code, Title V guidelines, PERB regulations and the Barstow Community College District Board of Trustees.
- Serves as primary back-up to the HR Specialist – Classified Employees.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Methods, practices, terminology and procedures used in human resources and benefits administration.
- Applicable sections of state Education Code and other applicable laws such as OSHA and mandated health benefits.
- State and federal laws, codes and regulations concerning human resources administration including the ADA, PERS/STRS requirements, labor laws, Fair Labor Standards Act, equal opportunity, affirmative action, workers' compensation and AB 1725.
- State minimum qualifications for faculty, administration and other academic positions.
- General personnel practices, laws, procedures, methods and terminology.
- Basic affirmative action, Title V, labor relations, and grievance policies and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

- Oral and written communication skills.
- Telephone techniques and etiquette.

**ABILITY TO:**

- Perform a variety of difficult and confidential secretarial and clerical duties in support of the human resources, affirmative action and employee/labor relations functions.
- Effectively counsel and assist staff, faculty, administrators, and the general public.
- Assist with employee benefits, records management, classification and compensation.
- Assist in the development, direction and coordination of personnel policies, programs and services.
- Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation and California Education Code.
- Analyze problems.
- Compose letters, memos, forms, position announcements and charts independently.
- Operate office equipment including a personal computer and applicable software.
- Communicate effectively with administrators, employees and the public.
- Assume responsibility and exercise sound judgment.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Assemble, organize and prepare data for records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Bachelor's degree in a related field from an accredited college/university; and two years related professional experience or;

Associates Degree in a related field from an accredited college/university and four years of related professional experience

Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff.

**WORKING CONDITIONS:**

Environment: Office environment.

Physical Abilities: Dexterity of hands and fingers to operate a typewriter and computer keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist, and hearing and speaking to communicate and provide information to others.

**CONDITIONS OF EMPLOYMENT:** A full-time, 12 month, confidential position. Indexed to placement on the Management and Confidential Salary Schedule at a Range 13. This position is subject to evening hours and weekends.

Board Approved: 12/20/2023