

**Human Resources Specialist**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=251394>

Downloaded On: Jan. 11, 2025 4:55am

Posted Jan. 10, 2025, set to expire May 12, 2025

**Job Title** Human Resources Specialist

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Jan. 10, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Human Resources  
Human Resources

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4786902/human-resources-specialist>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.

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- Include all relevant education, training, and/or experience on the application.
  
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
  
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
  
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
  
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

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Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Under direction from the Executive Director, Human Resources Employer/Employee Relations, performs a variety of complex, technical and paraprofessional duties involved in human resources program areas including recruitment and selection, compensation, employee training, catastrophic leave, equal employment opportunity and special programs for classified and certificated personnel; provides administrative and clerical support to administrative staff.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class within the Human Resources Specialist series. Employees within this class are distinguished from the Senior Human Resources Specialist in that the latter provides lead direction to Human Resources Specialist positions and collaborates with the Executive Director, Human Resources Employer/Employee Relations, in the development of scope, issues and deadlines within the framework of standard policies and procedures. Employees at the Human Resources Specialist level participate in a variety of duties requiring independent judgment in the application of established personnel policies and procedures.

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### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Interpret human resources policies and procedures; respond to requests for information and assistance from employees, management, outside agencies and the public; answer questions regarding the nature of employment vacancies within the District.

Assist in developing and implementing recruitment programs; prepare job bulletins, announcements and recruitment information; schedule interview appointments; conduct reference checks; extend employment offers; inform applicants of rejection as directed.

Conduct orientation for members of hiring committees; instruct committee members in the on-line screening process and provide assistance throughout the recruitment process; interpret and review hiring policies; prepare detailed and statistical reports and orientation packets.

Evaluate and verify applicant transcripts and work experience to determine eligibility and salary placement, appropriate minimum qualifications and equivalency determination.

Assess on-line employment applications for completeness and minimum qualifications; contact applicants who need to submit supporting documents; assist applicants with on-line application processes; route applications to appropriate division offices.

Serve as Equal Employment Opportunity representative for assigned recruitments; ensure compliance with State and Federal EEO laws and District hiring policies; monitor applicant screening process; verify screening sheets for accuracy in consultation with the committee chair.

Maintain current short-term and substitute lists for classified personnel; review requisitions and applications; contact short-term and/or substitutes for job assignments; maintain detailed records related to short-term and/or substitute employees and ensure that required documentation and pay information is received and/or processed accurately.

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Ensure proper completion and verify accuracy of various employment forms and hiring documents in accordance with federal and state laws and District policies; ensure compliance with immigration regulations.

Conduct and/or assist with new hire orientations for all new personnel; meet with new employees to explain District policies and contract provisions; prepare and input new information into the HRIS database; audit and distribute required information to payroll and other appropriate personnel.

Evaluate, review and monitor various employee leaves of absence to remain current on employee return dates and status of employment; evaluate eligibility for application of various federal and state laws; provide timely notification to employee of approved leave request and process related paperwork; input information into HRIS database.

Participate in job fairs; travel to various locations to represent the District in the recruitment of potential academic and classified positions; set up District display and tables; respond to questions and inquiries from the public and provide appropriate employment information.

Maintain confidential personnel records; record and update employee status changes; assure proper authorization of salary increases, assignment changes, resignations, retirements, leave requests, leaves of absence and terminations; audit personnel records to ensure completion of performance evaluations; process and file employee performance evaluations.

Receive notification of educational units completed from academic employees; research and verify applicability of course work, grades and credits earned; compute required salary adjustments, appropriate contract provisions, and post to personal records. Respond to questions from District employees regarding employment practices, policies and procedures; as assigned, develop and provide in-house training programs to ensure District employees understand and comply with various employment laws.

Prepare word processing documents such as agendas, forms, correspondence and salary schedules related to assigned activities; assemble packets for various committee meetings.

Generate a variety of detailed and confidential reports; evaluate all reports for integrity and accuracy of data; conduct research on current and archived human resource and payroll data as needed.

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Research, compile, prepare, proofread and format detailed data for the monthly agenda; compose biographies for new employees; maintain backup documents for monthly Board agendas.

Perform related duties as required.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

Fundamental principles and practices of human resource administration including recruitment, equal employment opportunity practices, leave benefits administration, compensation and labor relations.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of confidential record keeping and filing.

District personnel policies and procedures.

Principles of business letter writing and basic report preparation.

Pertinent federal, state, and local codes, laws, and regulations pertaining to human resource employment operations and practices.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

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**Ability to:**

Perform a variety of technical and paraprofessional duties related to the human resource function.

Develop and implement recruitment programs.

Screen and process employment applications and other related documents.

Provide technical training, information and assistance to others concerning employment laws, policies and procedures.

Ensure proper completion and verify accuracy of various employment forms and hiring documents.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work confidentially with discretion.

Understand and follow oral and written instructions.

Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge

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and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education/Training:**

Equivalent to two years of college level course work in human resources, business administration or a related field.

### **Experience:**

Two years of clerical and technical experience in the human resources field, preferably in a community college district.

### **License or Certificate:**

A valid California driver's license, and proof of automobile insurability.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.



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**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

## Supplemental Information

Range 127 of the CSEA Salary Schedule

Work Schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: **40**

Months per Year: **12**

### **Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.



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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

### **Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

### **California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

### **Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

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**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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