

## TEMPORARY Human Resources Specialist State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=234782>

Downloaded On: May. 21, 2024 3:29am

Posted Apr. 16, 2024, set to expire Jul. 22, 2024

<b>Job Title</b>	TEMPORARY Human Resources Specialist
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Apr. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5184315">https://apptrkr.com/5184315</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### TEMPORARY Human Resources Specialist

**Salary:** \$29.58 - \$36.38 Hourly

**Location:** SCCC District Office - Fresno, CA

**Job Type:** Temporary

**Division:** DO Personnel Commission

**Job Number:** 202300696-T

**Closing:**

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### **General Purpose**

Under general supervision, carries out the recruitment process to fill classified position vacancies; prepares and executes classified recruitment plans and the examination components within the plans; identifies and on-boards temporary employees for provisional and limited-term assignment; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists in providing work guidance and direction to lower-level staff; may monitors staff work for completeness, accuracy and conformance with standards; monitors workflow to ensure that mandated deadlines are being met; may provide information, instruction and training on work processes and technical, legal and regulatory requirements; provides input to supervisor on subordinate staff work performance.
- Interprets, explains and applies Board policies, Personnel Commission rules and services, and federal/state laws and regulations; develops recommendations to improve department processes and procedures.
- Performs routine to difficult technical assignments in support of Personnel Commission/classified human resources recruitment and selection programs; works with hiring managers to determine appropriate examination processes; prepares examination materials; selects subject-matter experts; assists in establishing recruitment timelines and testing calendars; publishes and advertises classified recruitments, including drafting job announcements and supplemental applications, posting job openings on the District's website and NEOGOV and distributing job flyers for internal and external posting.
- Receives and reviews applications for accuracy and completeness; screens applications for minimum qualifications; conducts background and reference checks; responds to candidate questions; generates notices and correspondence to applicants and candidates regarding application status and scores from competency, performance and written examinations.
- Schedules tests and makes other testing arrangements; proctors the administration of tests; works with Personnel Commission staff to make arrangements for subject-matter experts for

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examination panels and performance exams; coordinates and conducts oral panel examinations; distributes confirmation letters and interview guidelines to candidates and oral panel members; provides orientation and coaching to panel members; scans and inputs test scores; creates lists of eligible applicants for temporary positions.

- Works with District hiring managers to identify and select/place temporary employees in provisional or limited-term assignments; contacts candidates selected for temporary employment; schedules and conducts on-boarding process; establishes start dates with hiring managers and tracks temporary/ provisional employees; explains and follows up on pre-employment requirements.
- Prepares recruitment reports and other materials for Personnel Commission meetings; attends Commission meetings when required; reviews Personnel Commission rules and makes recommendations for modification.
- Creates, updates and maintains employee personnel files and records for temporary employees; maintains recruitment, selection and other records; enters and updates personnel transaction information into the District's HRIS system; reviews personnel files with temporary employees as requested; interprets policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility.
- Processes, tracks and maintains records for leaves of absence for classified employees; advises management and staff on employee leave rights under Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL) and other state and federal statutes.
- Prepares and conducts a variety of presentations.
- May assist in conducting a variety of surveys including surveys of compensation, benefits, leave benefits and professional growth and longevity benefit offerings
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

### OTHER DUTIES

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- Participates in job fairs and other community events to increase awareness of employment opportunities with the District.
- May attend trainings and workshops.
- Performs related duties as assigned.

### **Employment Standards / Minimum Qualifications**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### *Knowledge of:*

- Basic principles, detailed practices and successful techniques in conducting recruitment, testing and selection programs in a California community college with a merit system.
- Processes and practices for maintaining employment test security and integrity.
- Personnel Commission rules, objectives and policies.
- Modern office practices and equipment including computers, applicable software programs and the District's applicant tracking system.
- Methods and practices of public personnel administration and applicable federal, state and local laws and regulations, including the California Education Code.
- District human resources policies and procedures and labor contract provisions.
- Research methods and data analysis techniques.
- Principles and practices of sound business communication.
- Safety policies and safe work practices applicable to the assignment.

##### *Skills and Abilities to:*

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- Understand, explain and apply Board policy, Personnel Commission/merit system rules, and the California Education Code.
- Conduct the full range of recruitment, testing and selection processes for classified positions.
- Review candidates' minimum qualifications and develop accurate findings.
- Represent the District and department effectively with other departments, applicants and interview panels.
- Prepare and maintain accurate and complete files and records.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Establish priorities and work effectively and independently with many demands on time.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing, including in public settings.
- Prepare and present periodic training sessions as directed.
- Understand and follow written and oral instructions.
- Track statistical information utilizing complex spreadsheets and databases.
- Operate a computer and use standard business software.
- Analyze situations accurately and adopt effective courses of action.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and three years of technical HR experience in

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recruitment, testing and selection; or an equivalent combination of training and experience.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Physical Demands*

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### *Mental Demands*

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

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The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

### **Assessment Process**

**Only the most qualified applicants will be invited to interview for the assignment.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4470959/temporary-human-resources-specialist>

### **Contact Information**

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

#### **Contact**

N/A

State Center Community College District

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