

## Human Resources Specialist, Classified and Management Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257044>

Downloaded On: May. 15, 2025 6:25pm

Posted May 15, 2025, set to expire Jun. 1, 2025

<b>Job Title</b>	Human Resources Specialist, Classified and Management
<b>Department</b>	Human Resources
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	May 15, 2025
<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
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**Job Description**

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**Human Resources Specialist, Classified and Management**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 06/04/2025\***

**\*Any complete applications received after the review date will only be forwarded to the hiring committee at their request. In addition, this position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.**

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**Salary Grade:** C5-15

**Starting Salary:** \$8,211.98 (per month)

**Full Salary Range:** \$8,211.98 - \$11,014.48 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

### DEFINITION

Under general supervision, performs a variety of responsible, paraprofessional, and specialized human resources support functions for classified and management personnel, including employee onboarding, salary administration, leaves of absence, human resources information system (HRIS) database administration, training and development; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise technical and functional direction over less experienced staff.

### CLASS CHARACTERISTICS

This is a full journey-level specialist classification that has the ability to perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This classification is distinguished from the Human Resources Technician in that the former performs a variety of responsible, paraprofessional, and specialized human resources support functions requiring additional training and/or experience, including HRIS database administration and union contract administration, and may provide technical and functional direction to lower-level support staff.

Employees in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective

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bargaining positions and/or labor relations strategies.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Serves as a resource to administrators and other campus personnel regarding employment contracts and policy interpretation, as well as negotiations; interprets and explains management and classified leaves, contract changes, and resignation/retirement policies and procedures; and provides retirement information as requested.
2. Serves as a resource and provides assistance to administrators, faculty, students, and other campus personnel regarding personnel/employment needs district-wide.
3. Provides various human resources data to produce budget projections; reviews and updates classified and management jobs to ensure that work assignments and salaries are accurate for the new fiscal year and the tentative budget.
4. Performs annual rollover of positions and creation of assignments for management and classified employees; verifies accuracy of position approval forms and submits to the Board of Trustees for approval; and ensures employees are hired into approved positions.
5. Administers HRIS databases; participates in system enhancement and upgrade efforts; conducts unit/system testing; coordinates and provides HRIS training activities to administrators, faculty, students, and other campus personnel; troubleshoots HRIS issues; partners with Educational Technology Services (ETS) to implement integration for HRIS modules; and generates related reports as requested.
6. Administers cost of living adjustments; creates, updates, and tests salary tables in HRIS prior to full implementation into production.
7. Reviews personnel action forms submitted by campus staff for accuracy and determines whether employee is eligible for the requested action; processes approved personnel action forms and documents; coordinates with payroll regarding payroll deductions and retroactive pay.
8. Conducts and coordinates orientations for newly hired employees and answers employee questions regarding employment policies, procedures, and benefits, open enrollment periods, and other information regarding employee benefits.
9. Interprets, applies, explains, and ensures compliance with federal, state, and local laws and regulations concerning human resources programs.
10. Participates in special human resources projects and programs and prepares annual and ad hoc reports related to assigned functions and programs; coordinates and integrates program services and activities with other agencies and District departments.
11. Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; and provides information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.

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12. Performs classification and compensation functions and responsibilities as needed, including assisting in classification reviews and update of classification descriptions; responds to salary survey requests.
13. Provides general administrative support to the human resources function, including preparing correspondence, memoranda, and reports, processing mail, performing data entry, and maintaining schedules and records.
14. Organizes and maintains various administrative, confidential, reference, and follow-up files; and purges files as required.
15. Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Principles, practices, policies, and procedures of the human resources function in a public agency setting, including recruitment and selection, salary administration, classification and compensation, and HRIS administration.
2. Methods, techniques, and practices of data collection, data entry, and report writing.
3. Business letter writing and standard writing practices for correspondence.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Record-keeping principles and procedures.
6. Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
7. English usage, grammar, spelling, vocabulary, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

#### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Independently perform specialized human resources support functions, including employee onboarding, salary administration, leaves of absence, human resources information system

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- (HRIS) database administration, and employee training.
3. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures, and practices of human resources administration.
  4. Review human resources documents for completeness and accuracy.
  5. Use and operate complex HR technology systems and software.
  6. Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
  7. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
  8. Make accurate arithmetic and statistical computations.
  9. Establish and maintain a variety of filing, record-keeping, and tracking systems.
  10. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
  11. Operate modern office equipment including computer equipment and specialized software applications programs.
  12. Use English effectively to communicate in person, over the telephone, and in writing.
  13. Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
  14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to an Associate degree from an accredited college or university in human resources management, business or public administration, or a related field, **AND** three (3) years of technical or paraprofessional human resources support experience in a public agency setting.

### **Licenses and Certifications:**

None.

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### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

### **APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**



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### **CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

### **For more information about our application process contact:**

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

**To apply, visit** <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2089?c=fhda>

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**Contact Information**

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

**Contact**

Staff

Foothill-De Anza Community College District

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