

# JOB DESCRIPTION



---

**Position Title:** Human Resources Specialist

**Department:** Human Resources

**Employment Category:** Professional Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-exempt

**Remote Work Eligible:** No

**Parameters:** 40 hours/week; 12 months/year    **Pay Grade:** PS08

---

**Position Summary:** The Human Resources Specialist is responsible for supporting HR functions, including employee recruitment, professional development, performance evaluations, employee onboarding, and for assisting with projects for the department.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides support and assistance to the Talent Manager and Executive Director of Human Resources in managing document processing, local and online advertising, online workflows, department calendar related to employee recruitment, professional development activities, and performance evaluations

Initiates departmental processing of background screenings, employment verifications, and adverse actions as needed, Form I-9 E-Verify, and other new hire document processing; coordinates and gathers information provided by US Department of Homeland Security, as needed, to clear non-confirmation issues and verifications, i.e., international students

Provides support for part-time and student recruitment; creates recruitment plans, writes and manages job descriptions, creates position requisitions, manages performance evaluations as needed, maintains part-time and student employee personnel files; and communicates with applicants

Supports part-time and student employees, managers, and supervisors with policy guidance; coaches, and mentors as needed; provides subject matter training and support

Provides support for onboarding of new and returning employees and non-employees, including processing paperwork, arranging for training and access as needed based on the new hire's position needs

Provides employee exit checklist support

Assists the Executive Director of Human Resources in maintaining job descriptions, including those posted to the college website

Works in collaboration with other division staff to respond to inquiries in a professional, helpful manner and directing visitors as appropriate; processes transcripts, records retention, building reception, answering phones, and backing up staff as needed

Performs other related duties as assigned

# JOB DESCRIPTION



**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate's degree in related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Two years' related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

**Knowledge, Skills and Abilities:**

Commitment to the comprehensive community college mission

Knowledge of or ability to learn, follow, and enforce college policies and procedures

Knowledge of employment laws, regulations, and practices

High level of personal integrity and ability to manage sensitive issues while maintaining confidentiality

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of interviewing techniques and related career and job search skills

Knowledge of and ability to promote diversity in the workplace

Knowledge of and ability to deliver exceptional customer service

Skill in designing and delivering employment skills workshops

Ability to demonstrate professionalism and confidence

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

# JOB DESCRIPTION



Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Executive Director of Human Resources

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.