HUMAN RESOURCES SPECIALIST
JOB # DEN994
$3,590 to $4,597 per month
(Confidential Salary Schedule)

The District pays employee’s portion of PERS retirement contribution.

DATE POSTED: June 27, 2007
CLOSING DATE: July 23, 2007
POSITION LOCATION: Anaheim Campus – Human Resources
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday through Friday
STARTING DATE: As soon as possible
TYPICAL DUTIES:

Perform a variety of specialized and technical duties in support of assigned Human Resources functions including record-keeping and preparing and processing a variety of forms, reports and other documents. Perform new hire induction/orientations. Establish and maintain a variety of records and files related to personnel. Input and update personnel information and data as necessary. Communicate and coordinate with District and campus offices, payroll and business offices, managers, employees, and external agencies to ensure accurate and timely processing of a wide range of personnel transactions. Compile, coordinate and prepare Board Agenda and materials related to personnel. Answer questions and provide information to applicants, employees and the general public regarding District and HR policies and procedures. Interpret, apply and explain District policies, procedures and regulations related to personnel. Prepare contracts for personnel as required; assist in the determination and adjustment of salary placement of personnel according to established procedures. Compile information and prepare various reports related to assigned personnel functions and activities. Perform related duties as assigned.

QUALIFICATIONS:


Ability to: Interpret, apply and explain District policies, procedures, rules and regulation regarding Human Resources. Perform a variety of specialized technical duties concerning the employment of personnel. Communicate effectively, both orally and in writing. Maintain records and prepare reports. Meet schedules and time lines. Plan and organize work. Work independently with little direction. Perform administrative duties such as filing, duplications, typing and maintaining records. Work confidentially with discretion. Establish and maintain cooperative and effective working relationships with others. Operate a variety of office equipment and machines such as computer, calculator and copier.
Education and Experience: Any combination equivalent to graduation from high school including college courses in business, human resources or a related field, and three years of increasingly responsible human resources office experience including some experience in a public sector environment.

**DISTRICT CLASSIFIED APPLICATION REQUIRED** *(All sections must be completed)*

**APPLICATION PROCEDURE:**

**APPLICANTS FOR THIS POSITION MUST SUBMIT:**
- Complete district application.
- Letter of interest that addresses the qualifications relevant to the position.
- Resume describing educational background and work experience.
- List of completed college course work or training.

**DISTRICT APPLICATION REQUIRED**
Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. **Reference Job #DEN994, Human Resources Specialist** on all correspondence. Cover letters, resumes, letters of reference, etc., if submitted, must accompany the completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

**THE DISTRICT DOES NOT ACCEPT APPLICATION MATERIALS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District  
Human Resources, 9th Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

**APPLICATION DEADLINE:**
Completed applications must be received in the Human Resources office on or before **July 23, 2007, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving either its own leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.