EMPLOYMENT OPPORTUNITY

North Orange County Community College District
1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  Website: www.nocccd.edu

HUMAN RESOURCES SPECIALIST
JOB # DEN995 (2 Positions)
$3,662 - $4,689 per month

The District pays employee’s portion of PERS retirement contribution.
This is a confidential position subject to a one-year probationary period.

DATE POSTED: October 8, 2013
CLOSING DATE: October 22, 2013
POSITION LOCATION: Anaheim Campus – Human Resources
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m., Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible.

TYPICAL DUTIES

This position is responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District’s human resources operations, including processing of employees, maintaining personnel records and employment documentation, and access to confidential information that is used to contribute to the development of management positions in collective bargaining negotiations. The duties of the position require knowledge of District personnel policies and procedures, the ability to exercise independent judgment, discretion in handling confidential information and materials, and specialized knowledge of the functional area supported. Perform a variety of professional, administrative, technical and analytical human resources duties related to the daily operations of the District’s Human Resources office; manage daily activities to assure efficient operations. Perform employment induction and orientation of new employees; ensure timely completion and accuracy of various District employment and status documents in accordance with federal and state laws and District policies and procedures; prepare information for payroll, benefits and other departments as required. Prepare employment contracts for personnel as required; assist in the determination and adjustment of salary placement of personnel according to established procedures; review and verify faculty and staff minimum qualifications. Establish and maintain a variety of records and files related to personnel; input and update personnel information and data as necessary; compile information and prepare various reports related to assigned personnel functions and activities; review documents and data for accuracy and completeness; input and retrieve computerized data as required. Compile, coordinate and prepare Board Agenda items and materials for assigned area of responsibility. Interpret, apply and explain District policies, procedures and regulations related to personnel operations; provide information to applicants, employees, and the public on the telephone and in person regarding Human Resources policies and procedures; answer questions and resolve problems requiring specialized knowledge of assigned area. Communicate and coordinate with various District and campus offices, payroll, benefits and business offices, and external agencies to ensure accurate and timely processing of a wide range of personnel transactions. Assist in the development and presentation of management positions with respect to employer-employee relations as directed; prepare confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances; assist administrators, faculty, and staff on personnel procedural matters related to bargaining unit agreements. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent, supplemented by college courses in business, human resources, or areas related to the position. Three (3) years of technical experience in human resources or related field.

Knowledge of: District organization, operations, policies and objectives; District policies, procedures, rules and regulations related to assigned functional area of responsibility; interpersonal skills, telephone techniques and etiquette, public relations techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; modern office practices, procedures and equipment; applicable computer software applications.

Ability to: Perform a variety of specialized technical duties concerning the employment of personnel; process confidential materials and information related to contract negotiations and personnel; read, interpret, apply and explain laws, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; make arithmetic calculations quickly and accurately; plan organize and prioritize work; meet schedules and time lines; work independently with little direction; complete work efficiently with many interruptions; work

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confidentially with discretion; understand and follow oral and written directions; communicate efficiently both orally and in writing; understand the scope of authority in making independent decisions; train and provide work direction to others; establish and maintain effective working relationships with others.

WORKING RELATIONSHIPS

The Human Resources Specialist maintains frequent contact with various District administrators and personnel, faculty, students and the public.

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

SPECIAL REQUIREMENTS (After Hire)

Certification as a State Certified Fingerprint Roller.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application: (All sections must be completed.)

   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Cover letter and resume addressing job qualifications and responsibilities:

   Cover letter and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEN995, Human Resources Specialist, in all correspondence. 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 APPLICATIONS OR ATTACHMENTS 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 October 22, 2013, 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 personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

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

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 at www.nocccd.edu.