PERSONNEL SERVICES SPECIALIST
JOB #CCC861
$3,772 - $4,577 per Month

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

DATE POSTED: September 23, 2013
CLOSING DATE: October 7, 2013
POSITION LOCATION: Cypress College – Administrative Services
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 duties to support the personnel function within a college or District, and managing office functions to assure efficient operations. Perform advanced administrative duties independently at the direction of the head of personnel function within a college or District; manage daily activities to assure efficient operations; provide information to departments, personnel, students and the public on the phone and in person; answer questions and resolve problems related to personnel issues requiring specialized and extensive knowledge. Advise faculty and staff on District policies and procedures; assist with the completion of forms; prepare and distribute campus calendars related to instructional, academic, and admissions and records events, procedures and deadlines. Prepare, proof and maintain reports for extended day budgets; maintain records of faculty leave (including medical, sabbaticals, loadbank, unpaid, phase-in), reassigned time, resignations, and new employees; maintain tenure review and administrative evaluation schedules. Maintain a variety of complex records of a confidential nature including information regarding Board, District, personnel; input and retrieve computerized data as required. Assist in the compilation and preparation of budget; maintain department expenditures and budgets; approve expenditures within established guidelines; calculate and submit time sheets; respond to inquiries regarding financial issues. Compose and prepare correspondence independently; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical and narrative reports from a variety of sources; greet visitors and direct to appropriate personnel; initiate and answer telephone calls; screen and direct calls; receive, open, prioritize and route mail. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances 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 completed college courses related to the position*. Minimum four (4) years of increasingly responsible administrative experience working in an office environment. *A list of completed college courses or transcripts must be provided with the application – See section “Application Procedure”.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; type at 60 wpm from clear copy*; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others. *Applicants selected for interview will be required to pass a typing test.

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; federal, state and local laws, codes and regulations as they relate to human resources; modern office practices, procedures and equipment; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications

(Over)
DESIRABLE QUALIFICATIONS
B.A./B.S Degree in Accounting, Business, Finance, Human Resources or related field. Experience with Banner, Datatel, PeopleSoft or similar enterprise system – Payroll, Human Resources or Finance.

WORKING RELATIONSHIPS
The Personnel Services Specialist maintains frequent contact with various District departments and personnel, faculty, students and the public.

WORKING CONDITIONS
College or District business office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE
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 #CCC861, Personnel Services Specialist in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your 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.

Applicants MUST submit the following items:

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

3. List of completed college course work or official/unofficial transcripts:
   May be a list compiled by applicant or unofficial transcripts; must be submitted with application. Applications submitted without a list of college course work or official/unofficial transcripts attached will be deemed incomplete and will not be considered. Note: The incumbent will be required to submit official college transcripts at the time of hire.

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 7, 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.