PERSONNEL SERVICES SPECIALIST  
JOB #FCC804

$3,698 - $4,487 per month

(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: September 13, 2011
CLOSING DATE: October 3, 2011
POSITION LOCATION: Fullerton College - Business Office
SCHEDULED SHIFT: 8:00 a.m. - 5:00 p.m., Monday through Friday
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.

MINIMUM 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 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.

WORKING RELATIONSHIPS

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

DESIRABLE QUALIFICATIONS

B.A./B.S Degree in Accounting, Business, Finance, Human Resources or related field. Experience with Banner, Datatel, or similar enterprise system – Payroll, Human Resources, or Finance. Two years of experience in a community college setting, higher education or public sector.

WORKING CONDITIONS

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

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. Failure to complete these sections will result in exclusion from the applicant pool.

2) Unofficial transcripts or list of completed college courses related to the position.
   → 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 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.

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 #FCC804, Personnel Services Specialist, in all correspondence. You may include cover letters, resumes, 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. 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 3, 2011, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

SELECTION PROCESS

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. 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.