

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Human Resources Systems Officer	<i>BOT Date:</i> July 17, 2002
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<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0562	<i>Adm. Rev:</i>
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### GENERAL DESCRIPTION

Manages the creation, maintenance, and disposition of personnel data. Develops methods and procedures for reporting from the college-wide database. Promotes the application of technology to human resources systems and office processes.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Manages the work of assigned personnel involved in processing new hires, re-hires, terminations, assignments, credentials, pay actions, and in maintaining the security, filing and purging of hard copy personnel records.	20%
2.*	Develops and maintains programs to extract data from Colleague in the form of menus, queries, and reports. Develops study guides and references for, and trains college personnel on, the use of these locally produced programs.	20%
3.*	Manages position control, receiving, making preliminary classification and tracking requests for new positions and inputs into Colleague, when approved. Produces reports and deactivates positions.	15%
4.*	Develops branch procedures and schedules reports, overtime and time off and recommends department and college-wide procedures.	10%
5.*	Represents HR on the College's State Database Coordinating Committee in determining the methods, propriety, and accuracy of reporting. Monitors the accuracy and timeliness of HR data extracted and reported for that purpose. Also represents HR on the College's Administrative Applications Committee in establishing core policies and procedures and resolving interdepartmental conflicts involving common data elements.	10%
6.	Monitors organizational structures (i.e., structural changes, additions and deletions of positions, etc.) and updates college-wide chart using data extracted from Colleague. Posts organizational charts in Public Folders.	5%
7.	Develops means to generate notices of evaluation coming due and reviews for accuracy and timeliness, all notices of evaluations due and all completed evaluations before they are filed.	5%
8.	Develops branch procedures and schedules reports, overtime and time off and recommends department and college-wide procedures.	5%
9.	Advises department head and HR staff on technical matters relating to PCs, HRIS, etc. and assists in procurement and installation of hardware and software.	5%
10.	When required in support of the Human Resources Analyst, conducts classification studies involving reorganizations and reclassification and performs salary surveys. Makes recommendations for new structures, new classes and changes in classes and grades.	5%
11.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

Position Title: Human Resources Systems Officer	Class Code: E0562	Position Level: E
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's degree required.	
<i>Experience:</i>	Seven to ten years of prior work related experience required.	
<i>Planning:</i>	Plans events that are expected to occur during the year and have some effect on the department's annual expenditures and/or revenues. Scope of planning is section or large group.	
<i>Impact of Decisions:</i>	There is moderate responsibility for making recommendations or decisions which typically affect department, but may at times affect the operations, services, individuals, or activities of a campus.	
<i>Impact of Budget:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or school/center objectives. Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular external contacts to carry out programs and to explain non-specialized matters, or work requiring continuing personal contact with the public.	
<i>Supervision of Others:</i>	Responsible for providing limited supervision within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or schools/centers of HCC.	
<i>Job-Related Knowledge:</i>	The professional theory and practice of the advanced level or seasoned professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products, or systems. This is a significant part of the job and results generally affect several schools.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library or computer room, and typically involves sitting at a desk or table with intermittent sitting, standing stooping. Minor physical exertion and/or physical strain may be required. Work environment involves only infrequent exposure to disagreeable elements.	