

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

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| <i>Class Title:</i> | Humans Resources Specialist | <i>BOT Date:</i> | 10/1/96 |
| <i>Level:</i> | K | <i>FLSA Status:</i> | Non-exempt |
| | | <i>Class Code:</i> | N1109 |
| | | <i>Adm. Rev:</i> | |

GENERAL DESCRIPTION

Provides secretarial and clerical assistance to the Human Resources department to enable effective office operations. Deals with confidential information requiring discretion and tact.

KEY RESPONSIBILITIES

% OF TIME

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|-----|---|-----------|
| 1.* | Answers department telephones and responds to general inquiries, takes messages or directs calls to appropriate staff member. Assists job applicants with various inquiries and requests. | 30% |
| 2.* | Types, correspondence and reports as directed by Director of Human Resources. Maintains orderly, accurate and current files. Monitors and logs activity in records room to ensure control of records removed. | 20% |
| 3.* | Serves as back up to Executive Staff Assistant to the Director of Human Resources during absences. | 10% |
| 4. | Files, updates and maintains supply of College and Human Resources forms and procedures for use college-wide. Orders and maintains adequate departmental supplies. | 15% |
| 5. | Performs data entry and downloads personnel-related data from mainframe. | 10% |
| 6. | Verifies employment and earnings verbally. | 5% |
| 7. | Assists with processing, reviewing and/or maintenance of assigned human resource duties which may include breaking down and distributing evaluations, processing part-time employees, processing employment or termination documents, maintaining retirement system, etc. | 5% |
| 8. | Opens, prioritizes and distributes department mail. | 5% |
| 9. | Performs other similar and related duties as assigned. | |

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

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| <i>Formal Education:</i> | H.S. Diploma or GED required. |
| <i>Work Experience:</i> | 1 to 2 years. |
| <i>Planning Scope:</i> | Current Week: Plan events that are expected to occur within a few working days. |
| <i>Planning Level:</i> | The primary scope of planning activities in this position affects the unit or small group. |
| <i>Impact on Budgets:</i> | Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues. |
| <i>Impact on Grant Funds:</i> | No impact on grant funds. |
| <i>Impact on Revenue Generating:</i> | No impact on revenues. |
| <i>Impact of Decisions:</i> | Decisions and impact are limited to decisions and planning within a small work group or affects only my department. |
| <i>Complexity:</i> | Routine: Work consists of routine tasks, processes, or operations. Problems are solved by choosing between a few clear choices or discussing them with a supervisor. |
| <i>Decision Making:</i> | Routine: Work may occasionally involve non-standard assignments. There is limited opportunity for independent judgment. |
| <i>Problem Solving:</i> | Work tasks follow the same order and require little interpretation. Problems are solved by talking with the supervisor. |
| <i>Internal Contacts:</i> | Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters. |
| <i>External Contacts:</i> | Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters. |
| <i>Level of Supervisory Responsibility:</i> | Involves no responsibility or authority for the directions of others. |
| <i>Nature of Work Supervised:</i> | Nature of work supervised is limited to highly standardized, routine administrative duties. |
| <i>Job-Related Knowledge:</i> | Advanced Skills: Able to read reference materials, obtain information and/or perform intermediate mathematics. Prepares letters and/or reports, following policies and procedures. Performs typing, word-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet. Able to operate various standard office machines. |
| <i>Innovation/Creativity:</i> | Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department. |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. |

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