HUMAN RESOURCES GENERALIST
Application deadline: Wednesday, September 23, 2015 4:00 pm

POSITION DESCRIPTION
Under general supervision, perform a broad range of complex technical and clerical duties related to the day-to-day functioning of the human resources department. Research materials for collective bargaining processes; access and maintain confidential material dealing with employee/employer relations; exercise frequent independent judgment and discretion for the control and release of sensitive information.

RESPONSIBILITIES INCLUDE
• Research, collect data for, and prepare a variety of statistical and narrative reports; research and recommend collective bargaining proposals; implement and explain the provisions of the collective bargaining agreements.
• Research and compile documentation for board reports, legal matters, and departmental inquiries; prepare personnel-related board agenda items for open and closed sessions.
• Process and maintain district personnel files for academic, classified, and contingent workforce, including document imaging of employee files and related material; verify information and eligibility for salary placement, benefits, and retirement; assist employees with insurance benefits.
• Prepare documents for, and assist in the implementation of recruiting, interviewing, and selection to include development, preparation, revision, and maintenance of job announcements and position descriptions; conduct pre-employment testing; schedule and facilitate committee meetings; maintain the human resources web page; work with outside vendors to ensure broad recruitment efforts are attained.
• Update and maintain personnel records including employee wage records, benefit records, demographic information, sick/vacation leave accounting, evaluation reports, and other personnel-related data in the District’s integrated database.
• Develop, recommend, and implement internal personnel policies and procedures; maintain a variety of logs, files and records; control the release of sensitive information to authorized personnel.
• Administer the employee benefit and leave programs.
• Develop, test, and implement adhoc reports using query tools.
• Provide administrative support to the Associate Superintendent, Business Services/Economic Development and the Director, Human Resources.
• Act as agent for the District in assisting with applicant background checks, fingerprinting, and driver’s license record checks.
• Assist with the preparation of data for new employee orientations and various presentations.
• Prepare purchase requisitions; maintain departmental budgets; maintain proper supply levels in the department; order supplies when necessary.
• Prepare annual reports as necessary to include Staff Diversity, recruitment monitoring, and Statement of Economic Interests.
• Assist the campus community with supporting the goals and objectives of the District.
• Research and respond to verifications of employment, unemployment claims, and disability claims.
• Perform related duties as assigned.

MINIMUM QUALIFICATIONS
• Any combination of education and experience equivalent to an associate’s degree in human resources management or related field and two (2) years increasingly responsible human resources-related experience.

Ability to:
• Perform multiple complex tasks under tight timelines.
• Maintain composure and professionalism in handling a high volume of work of a complex nature in a fast-paced environment.
• Perform a variety of technical, clerical, and confidential duties related to the day-to-day functioning of the department, including recruitment and selection; pre-employment testing; employment processing; benefits; compensation; and file maintenance.
• Prepare and maintain records and reports for academic and classified employees.
• Learn, interpret, apply, and explain rules, regulations, policies, and procedures.
• Provide information and assistance to employees, supervisors, and administrators.
• Use proper English grammar and type accurately at 50 net words per minute; operate a variety of office equipment.
• Work independently with minimal direction.

Knowledge and experience:
• Basic arithmetic.
• Using the internet and the following computer software programs: Microsoft Word, Excel, and Adobe; working knowledge of integrated databases.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.
DESIRABLE QUALIFICATIONS

- Previous employment experience in a community college human resources department.
- Knowledge of, and experience with, Ellucian (Colleague) integrated database.

APPLICATION PROCESS

Applications must be filled out completely and in detail. The application package must include a District application, a resume, and a copy of college level transcripts (if you are using education to meet the minimum qualifications). Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT

This is a full-time, 12-month, confidential position. Scheduled work hours are 7:30 a.m. – 4:30 p.m., Monday – Friday. Starting date: as soon as possible. Range 1 of the Confidential Salary Schedule, with a starting salary of Step A, $5,404/month; progresses over time to $7,247/month. Excellent benefit package. Must achieve qualifying scores on tests to be administered by the college: A skills test incorporating letter formatting, English usage, grammar, punctuation and vocabulary; and a basic math test. TESTING FOR THIS POSITION IS SCHEDULED FOR FRIDAY SEPTEMBER 25, 2015, AT 8:00 A.M. OR 2:00 P.M. APPLICANTS MUST MAKE AN APPOINTMENT FOR TESTING WITH HUMAN RESOURCES AT THE TIME MATERIALS ARE SUBMITTED OR BY EMAILING MARY.WIXSON@CHAFFEY.EDU AFTER APPLICATION MATERIALS HAVE BEEN RECEIVED BY HUMAN RESOURCES.

Chaffey Community College District is committed to equal employment opportunity. 15-16/ 25CC