

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Human Resources Specialist/ Systems & Compensation	Management Team Confidential	Range: 8.0      Days: 228

## **JOB DESCRIPTION:**

Under direction, is responsible for planning, organizing and coordinating the Personnel software system for the District; and assists in the research and collection of data related to workforce demographics. Acts as liaison for integrating the personnel computer information with other campus database systems. Assists in the development and coordination of employee salary administration for District employees.

## **SCOPE:**

The Human Resources Specialist/Systems & Compensation maintains the Personnel software system and coordinates and processes all of the compensation activities of the College District.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates, maintains, tracks and enters personnel data in the Personnel Software System and is responsible for its currency and accuracy.
2. Interfaces with Payroll and Budget departments to ensure accuracy of data as it relates to their respective systems.
3. Coordinates and compiles personnel data required for meetings, reports, and other legal requirements.
4. Coordinates the timely production of reports from the system as required by the Human Resources Department, the District, the State Chancellor's Office, and other regulatory agencies.
5. Works in coordination with the Computing Services Department to identify, develop and respond to changing and/or new program needs.
6. Provides training to appropriate District staff on changes relating to the Personnel system.
7. Represents District at meetings/discussions regarding system changes/problems and makes recommendations for improvement.
8. Maintains currency of and processes all requests for District mailing labels and lists.
9. Serves as campus resource for questions regarding all elements of the personnel system.
10. Evaluates transcripts and determines salary placement and later class/step movement for all faculty. Provides employees and Payroll with subsequent documentation.
11. Researches employment and salary histories and responds to inquiries from employees and the public.

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12. Develops and maintains data systems recording initial salary placement and progression for all Faculty.
13. Tracks workload history of pro-rata and temporary contract Faculty for possible future salary movement.
14. Assists the Director with contract negotiations and union grievance issues as they relate to compensation, including conducting research, statistical analysis, salary surveys and developing new salary schedules.
15. Serves as the campus resource for questions regarding faculty pay rates, salary schedules and interpretation of contracts. Provides written responses to inquiries and coordinates adjustments with Payroll as required.
16. Produces the bi-annual and annual load history reports of all Faculty and maintains the archives for these reports.
17. Acts as the District's trouble shooter and primary reference during initial implementation of new salary schedules for faculty. Meets with union representatives as required.
18. Performs other duties as assigned.

### **KNOWLEDGE OF:**

1. Policies, procedures, and regulations pertaining to systems and compensation in a public sector organization.
2. Personnel software; position control, accruals and system auditing, including word processing, spreadsheets, E.Mail and database software.
3. Mathematical and/or statistical analysis.

### **ABILITY TO:**

1. Organize and analyze data and utilize appropriate problem-solving skills.
2. Communicate effectively in writing and orally.
3. Work with complex detail accurately.
4. Perform mathematical calculations accurately.
5. Effectively present information and respond to questions from faculty, staff, managers and the general public with a wide variety of personalities and cultural backgrounds.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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### **QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

An earned Associate's degree or education with coursework equivalent to an Associate's degree.

#### *Experience:*

1. Experience in a personnel operation (preferred); or knowledge of personnel practices in a large personnel operation.
2. Keyboarding skills sufficient to produce own correspondence and reports; ability and willingness to learn word processing on our system.
3. Experience with spreadsheet software and ability to manipulate data on spreadsheets (preferred).

### **SUPERVISION RECEIVED:**

The Human Resources Specialist/Systems & Compensation performs assigned duties under the general supervision of the Assistant Director, Human Resources.

### **SUPERVISION EXERCISED:**

The Human Resources Specialist/Systems & Compensation is responsible for all elements of the District's Personnel software system and salary administration and may serve as a lead worker to other confidential and classified staff in the area.