

PERALTA COMMUNITY COLLEGE DISTRICT – July 30, 2012

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**HUMAN RESOURCES GENERALIST
(Confidential Salary Range 28)
Job Code: 961**

CLASS PURPOSE

Under general direction of the Director of Human Resources, the Human Resources Generalist performs professional-level work in the analysis, research, preparation and monitoring of personnel transactions and employee leaves of absence.

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

EXAMPLES OF DUTIES (Specific to Academic Personnel):

- Reviews and monitors academic (faculty and management) personnel transactions for regular and temporary employees, including coordination and follow up with managers, supervisors, candidates, and others as necessary to ensure timely completion of employment actions.
- Performs research and other work related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements, and maintains confidential files.
- Acts as an information resource to managers, supervisors and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining provisions.
- Accurately enters new employee data and personnel transactions into the Human Resources Information System (HRIS) and Student Administration database modules.
- Conducts orientations for new employees; completes the hiring process by briefing new employees/candidates and assuring that all forms are properly filled out and submitted.
- Performs salary placement evaluation for faculty employees, and prepares salary action.
- Prepares step increments for faculty employees who are eligible, and posts changes.
- Determines and recommends salary upgrade evaluation and prepares salary action if applicable, and distributes copies.
- May maintain the Faculty Seniority List.
- Coordinates equivalencies and equivalency files.
- Inputs and updates credential and faculty service area (FSA) information.
- Processes Leave Banking requests.

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- Conducts research, analyzing statistical data, and prepares reports relative to the negotiation of Collective Bargaining Agreements related to academic matters.
- Interprets rules, regulations, policies and provisions of collective bargaining agreements to managers, supervisors and employees.
- Establishes and maintains complex, interrelated administrative and confidential filing systems and records.
- Collects and compiles statistical data and other information for inclusion into special and periodic reports.
- Assists with special projects as required by the Director; provides backup to other Generalists as needed.
- Performs other related duties as required.

EXAMPLES OF DUTIES (Specific to Classified Personnel):

- Processes all personnel transactions for classified administrative, classified regular and temporary employees, which involves coordination and follow up with managers, supervisors, candidates, and others as necessary to ensure timely completion of transactions.
- Performs research and other work related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements and maintains confidential files.
- Acts as an information resource to managers, supervisors and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining provisions.
- Accurately enters new employee data and personnel transactions into the Human Resources Information System (HRIS) database.
- Maintains a pool of applications for temporary classified positions.
- Prepares periodic reports as needed, including classified transactions and Board of Trustees actions.
- Tracks and monitors days/hours worked by temporary employees and sends notices of end of assignment to managers and temporary employees.
- Conducts orientations for new employees; completes the hiring process by briefing new employees/candidates and assuring that all forms are properly filled out.
- Processes annual salary increases and longevity stipends for classified employees.
- Performs fingerprinting services utilizing LIVESCAN.
- Assists with special projects as required by the Director; provides backup to other Generalists in the Office as needed.
- Performs other related duties as assigned.

EXAMPLES OF DUTIES (Specific to Leaves and Absences):

- Processes all forms of leave request transactions for regular employees, which involves coordination and follow-up with managers, supervisors, and others as necessary to ensure timely completion of transactions.
- Performs research, compiles statistics, and analyzed data and other work related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements, and maintains confidential files.
- Acts as an information resource to managers, supervisors and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining agreement provisions.
- Notifies, explains and calculates benefits for Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL). Composes and issues letters regarding FMLA, CFRA, CPDL, leave of absence usage and rights, and other correspondence to employees.
- Maintains confidential medical leave files containing Protected Health Information in compliance with HIPAA.
- Prepares ad hoc reports regarding employee leaves of absences, retirements, leave accrual balances, etc.
- Distributes compensatory leave reports and correspondence, and follows up with the Payroll Department.
- Posts all forms of regular employee leave allocations (automated and manual) and adjustments to accrual balances, as necessary.
- Collaborates with the Information Technology Department liaison and the HRIS Lead in the creation and update of associated PeopleSoft/Oracle tables.
- Handles worker's compensation leaves; sends correspondence to employee and carrier. Conducts liaison with worker's compensation carrier regarding leaves of absence only.
- Assists with verifications of employment.
- Handles all disability leaves, including HR portion of the Long-Term disability application form, and is liaison with the Long-Term Disability carrier regarding leaves.
- Processes unemployment insurance claims. Conducts liaison with unemployment insurance representative. May also conduct liaison with hearing representative and attend hearings.
- May maintain Faculty Seniority List.
- Conducts liaison with CalPERS and CalSTRS representatives and coordinates workshops with those representatives.
- Establishes and maintains complex, interrelated administrative and confidential filing systems and records.
- Collects and compiles statistical data and other information for inclusion in ad hoc and periodic reports.

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- Operates a personal computer, copiers, facsimile machines, and other office equipment. Accesses internal mainframe systems, online enterprise applications (PeopleSoft/Oracle), and information relative to leaves and absences.
- Assists with special projects as required by the Director; provides backup to other Generalists in the Office as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Academic Personnel

1. Equivalent to graduation from an accredited college or university and two (2) years of increasingly responsible experience in personnel/human resources; or an equivalent combination of training, education and qualifying experience, which demonstrates the skills and ability to perform the essential functions of the position.
2. Must possess the ability to interpret and apply a variety of laws, rules, policies and procedures related to human resources administration.
3. Must be able to type accurately from clear copy. Possess demonstrated proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite: MS Word and Excel), the Internet browser, websites and e-mail. A word processing and/or spreadsheet skills assessment may be given.
4. Demonstrate proficiency in English usage, report writing and customer service techniques.
5. Must be able to meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers, showing courteousness and a high level of professionalism.
6. Demonstrated proficiency in using online HRIS (such as Oracle/PeopleSoft or similar systems).
7. Must demonstrate the ability to maintain confidentiality at all times, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

Classified Personnel

1. Equivalent to graduation from an accredited college or university and two (2) years of increasingly responsible experience in personnel/human resources; or an equivalent combination of training, education and qualifying experience, which demonstrates the skills and ability to perform the essential functions of the position.

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2. Must possess the ability to interpret and apply a variety of laws, rules, policies and procedures related to human resources administration.
3. Must be able to type accurately from clear copy. Possess demonstrated proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite: MS Word and Excel), the Internet browser, websites and E-mail. A word processing and/or spreadsheet skills assessment may be given.
4. Demonstrate proficiency in English usage, report writing and customer service techniques.
5. Must be able to meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers showing courteousness and a high-level of professionalism.
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Leaves and Absences

1. Equivalent to graduation from an accredited college or university and two (2) years of increasingly responsible experience in human resources; or an equivalent combination of training, education and qualifying experience, which demonstrates the skills and ability to perform the essential functions of the position.
2. Demonstrated ability to interpret and apply a variety of laws, rules, policies and procedures related to human resources administration.
3. Demonstrated proficiency in correct English usage, report writing and customer service techniques.
4. Demonstrated ability to meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers showing courteousness and a high-level of professionalism.
5. Demonstrated proficiency in using online HRIS (such as Oracle/PeopleSoft or similar systems).
6. Demonstrated ability to maintain confidentiality at all times, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
7. Must be able to type accurately from clear copy. Possess demonstrated proficiency in the operation and use of personal computers utilizing office productivity programs (e.g., MS Office Suite: MS Word and Excel), the Internet and E-mail. Skills assessments may be given.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Academic Personnel

- Four (4) years of professional-level experience in the human resources field.
- Society for Human Resources Management (SHRM) or other certification in Human Resources.
- Professional experience in handling personnel transactions.
- Human resources experience in an educational or public sector environment.
- Experience screening applications for minimum qualifications.
- Experience with Oracle/PeopleSoft, Banner, Datatel or similar Enterprise Resource Planning (ERP) system.
- Knowledge of:
 - Laws, regulations, rules, and policies related to administrative functions
 - Practices and trends in the particular field of assignment
 - Research and analytical methods
 - Governmental organization
- Ability to:
 - Evaluate effectiveness of functions and operations
 - Develop and evaluate alternatives for possible courses of action
 - Prepare detailed reports and recommendations
 - Establish and maintain cooperative relationships with others
 - Communicate effectively, both orally and in writing

Classified Personnel

- Possess at least three (3) years of professional-level experience in the human resources field.
- Certification in Human Resources.
- Professional experience in handling personnel transactions.
- Experience in the evaluation of salary placement.
- Human resources experience in an educational or public sector environment.
- Experience screening applications for minimum qualifications.
- Experience with Oracle/PeopleSoft or similar Human Resources Information System.

Leaves and Absences

- Four (4) years of professional-level experience in the human resources field.

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- Experience administering FMLA, CFRA, and CPDL-covered leaves.
- Society for Human Resources Management (SHRM) or other certification in Human Resources.
- Human resources experience in an educational or public sector environment.
- Professional experience in handling personnel transactions.
- Experience with Oracle/PeopleSoft, Banner, Datatel or similar Enterprise Resource Planning (ERP) system.
- Knowledge of:
 - Laws, regulations, rules, and policies related to administrative functions
 - Practices and trends in the particular field of assignment
 - Research and analytical methods
 - Governmental organization
- Ability to:
 - Evaluate effectiveness of functions and operations
 - Develop and evaluate alternatives for possible courses of action
 - Prepare detailed reports and recommendations
 - Establish and maintain cooperative relationships with others
 - Communicate effectively, both orally and in writing

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading

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- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A