

SENIOR HUMAN RESOURCES GENERALIST

DEFINITION

Coordinates Human Resources programs and activities and supports the following functional areas, including, but not limited to: recruitment and selection, employee relations, policy and procedure interpretation, training, compensation and HRIS.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Human Resources Manager. Provides work direction to lower-level staff and supervises student workers.

EXAMPLES OF DUTIES

Coordinates human resources activities of department to ensure that work is completed efficiently and in a timely manner.*

Trains human resources staff on department processes and procedures.*

Reviews and monitors personnel actions before presentation to the Board for final approval.*

Handles higher-level human resources matters for administrators, including recruitment functions, contracts, etc.*

Provides training on various HR topics to employees, managers and administrators.*

Reviews and develops brochures, forms, and documents.*

Provides information and assistance to District administrators, managers, employees and the public regarding human resources matters, such as job openings, human resources regulations, policies and procedures.*

Reviews and processes Faculty Service Areas requests.*

Researches and prepares complex reports and documents, performs special projects over a broad range of Human Resources activities at the request of supervisors, involving data gathering, analyzing various reports and recommends appropriate actions.*

Monitors, tracks and prepares reports of performance evaluations for academic employees and administrators.*

Oversees the monitoring, tracking and reporting of performance evaluations for classified employees.*

Hires, trains, evaluates and supervises student workers.*

Assists with testing and salary surveys as needed.

Assists in leading and/or participating in department projects as assigned.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Training techniques.

Common methods, practices, terminology and procedures used in the Human Resources Dept.

Full cycle recruitment process and current techniques.

Applicable sections of State Education Code, state and federal laws, codes and regulations related to human resources.

Word processing, spreadsheet and database software.

Modern office practices, procedures and equipment.

Ability to:

Coordinate overall direction, monitoring and support of Human Resources functions.

Establish effective working relationships with administrators, employees, and the general public.

Communicate clearly, both orally and in writing.

Maintain confidentiality of records and related Human Resources information.

Plan, organize and prioritize work and coordinate simultaneous projects.

Meet schedules and timelines.

Work independently with minimal direction.

Follow complex written and oral instructions.

Interpret District's policies, procedures, regulations, and special programs and to apply them with good judgment and in strict confidentiality.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree with a major in Business Administration, Human Resources, Psychology or related field from an accredited college or university.

Five years of direct human resources work experience in the following areas: recruitment and selection, employee relations, policy interpretation and HRIS.

One year of related work experience in compensation.

Desirable:

Work experience in human resources programs in a higher education environment.

One year of experience leading the work of others.