

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CONFIDENTIAL**

CLASS TITLE: **SENIOR HR
GENERALIST**

SALARY TABLE: 32

SALARY RANGE: **10**

BASIC FUNCTION:

As directed by and in collaboration with the Director, Human Resources, the Senior Human Resource ("HR"), Generalist, plans, and coordinates recruitment and screening of all regular classified, contract faculty and educational administrators. It assures compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges and in meeting applicable legal requirements. The Senior HR Generalist provides information and assistance to employees, job applicants and the public regarding personnel functions, policies and procedures. The position also prepares and maintains a variety of manual and automated personnel files, records and reports. The position also processes personnel requisition, and action forms, and assists in the maintenance of position control for all employees.

DISTINGUISHING CHARACTERISTICS

The Human Resources Generalist, Senior is a senior-level technical contributor to district-wide Human Resources services that requires application of specialized knowledge in assigned areas. The Senior Human Resources Generalist, provides lead support and coordination of district-wide programs and services requiring a working knowledge of a full range of human resources laws, policies, practices, and procedures. In addition, this position maintains high standards for confidentiality, customer service, and the accurate input, maintenance, and retrieval of data within various HR systems.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serves as the District technical and resource lead to Human Resources Generalists on matters relating to human resources programs and services, including but not limited to recruitment, onboarding and offboarding, equal employment opportunity, employee evaluations, employee compensation, faculty assignments, benefits administration, and leaves management. Conducts orientations and trainings on policies and procedures related to these items.

Coordinates and facilitates full-cycle recruitment programs and provides guidance and oversight to applicant, interview, and selection processes and committees to ensure equity, inclusion, access, and equal employment opportunity in accordance with District policies and procedures and Federal and state laws.

Participate in district committees and serve as an HR representative as requested liaison as assigned by HR leadership.

Participates in the development of and conducts district-wide equal employment opportunity and diversity training programs and compliance with policies and procedures.

Prepares, reviews, and audits a variety of human resources reports to ensure accuracy and provides assistance to generalist staff, payroll, and other staff.

Assures compliance with meeting minimum requirements for classified employees, and State Minimum Qualifications for Faculty and Administrators in California Community Colleges legal requirements.

Prepares annual contracts for educational administrators and College faculty.

Establish salary placement of new classified and certificated staff according to established procedures and applicable bargaining unit contracts and Memoranda of Understanding.

Track and maintain accurate salary information and update salary changes due to step increases, salary class transfer program, longevity, sabbatical leaves, tenure tracking, layoff notices, leave of absence(s), changes in workload and related records

Prepare related Board agenda items as required.

Perform a variety of technical duties in support of classified and certificated human resources operations and activities.

Provide training and support to department staff for HR functions and operational responsibilities.

Resolve personnel-related issues and concerns with discretion and confidentiality and refer more difficult or sensitive issues to HR leadership as needed.

Maintains automated employee records and files;

Generates computerized reports as requested while assuring accuracy of input and output data.

Updates records with retirement, leave and various other information as appropriate.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.

Conducts new employee orientation for all employees.

Coordinates and provides leadership in the exit process for all employees.

Provide project assistance and support to HR leadership as requested.

Assists with creating and maintaining relevant and related HR web pages.

Participates in the design, implementation, and maintenance of the employment administration system. Assist HR leadership with reclassification processes, reviews and researches reclassification requests, creates and revises job descriptions as necessary and prepares all associated paperwork.

Attends community events, job fairs, special events to inform participants of opportunities with the district.

Train and provide work direction and guidance to temporary staff;

Researches and identifies diverse recruiting sources; arranges recruitment advertisements and collaborates with consultants and marketing department to develop marketing materials.

Coordinate classified and certificated administrator evaluations according to established timelines.

Collaborate with district departments regarding system maintenance, upgrades and troubleshooting technical issues with HR software or databases; support data integrity and compliance reporting

requirements.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Serve as liaison between faculty/administrators and CalSTRS and/or CalPERS to resolve employee issues, including Post Retirement Contracts, Service Credit, Disability applications, reduced workload contracts, employee death and other related matters.

Serve as liaison between classified employees and CalPERS to resolve retirement system issues.

Establish and maintain a variety of personnel files and various statistical records for classified and certificated personnel according to established policies and procedures.

Prepare special reports and materials for the collective bargaining process; review contract requirements and assure proper implementation.

Apply and interpret District policies, procedures, rules and regulations.

Handle sensitive materials and confidential issues regarding bargaining, employee relations, payroll and personnel administration.

Provide research support and past practice information for negotiations and grievances as assigned.

Update and maintain information on faculty listings, titles, degrees, retirements, emeritus status, and other related information.

Attend workshops and review legislation and other publications to remain current regarding new laws, rules, and regulations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires specialized knowledge of education code and EEO laws, regulations, and intent relating to the recruiting, on-boarding, and day-to-day activities of employees.

The position requires in depth technical knowledge of processes and procedures associated with human resources services in education or related public service.

Current laws, codes, regulations and rules related to certificated faculty and staff.

Practices and procedures related to classified and/or certificated personnel.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Telephone techniques and etiquette.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Data entry and retrieval techniques.

Mathematical computations.

ABILITY TO:

Provide appropriate information to the staff and the public in a friendly, professional manner.
Perform a variety of complex technical duties in the recruitment for and monitoring of certificated assignments.
Perform a variety of technical duties in support of human resources operations and activities.
Assure compliance with State Minimum Qualifications for Faculty and Administrators.
Analyze transcripts for required degrees, upper graduate level coursework and other related requirements;
Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
Oversee and participate in the recruitment, screening and processing of new certificated personnel.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Compose clear and concise correspondence and produce effective reports on a variety of matters independently or with minimum instruction.
Prepare announcements for job openings and place advertisements.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents. Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Establish and maintain cooperative and effective working relationships with others. Meet schedules and timelines.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree supplemented by coursework in business, human resources or related field and two years increasingly responsible clerical or human resources or related experience.

Demonstrate clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.