



Senior Human Resources Generalist

Confidential/Supervisory Range: I 7

Board Approved: 06/13/2024

P. 1 | 3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, the Senior Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, workers compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Generalist is distinguished from the Human Resources Generalist classification by the level of responsibility assumed, additional duties assigned and provision of lead support to lower-level department staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Generalist Functions

1. Provides first-level support and serves as the initial point of contact for management and staff at the assigned sites and/or areas; interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
2. Coordinates and administers all aspects of the recruitment and selection program for contract positions including, but not limited to, posting, advertising, tracking, screening applications for minimum qualifications, and scheduling of interviews; assesses adverse impact and ensures EEO compliance.
3. Processes and onboards part-time faculty; evaluates applications and transcripts to verify that full-time and part-time academic employees meet state minimum qualifications and faculty service areas; processes faculty requests for salary advancement.
4. Extends offers of employment; conducts reference checks; conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
5. Prepares and administers the Districts pre-employment and bilingual/bi-literate assessments.
6. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes.; assists in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
7. Assists with and participates in human resources events such as open enrollment, health fairs, job fairs, and career development activities.
8. Provides information for board items; reviews and processes board actions items as assigned.
9. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
10. Updates and maintains employee information on the District's computerized HRIS, including retirement enrollment changes; generates reports and responds to requests for information as requested; collaborates



Senior Human Resources Generalist

Confidential/Supervisory Range: I 7

Board Approved: 06/13/2024

P. 2|3

with payroll to audit and ensure accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.

11. Evaluates human resources policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
12. Provides information and support for collective bargaining activities and participates in strategy sessions as needed.
13. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
14. Attends and participates in group meetings; stays current with new trends and innovations in the field of human resources administration.
15. Performs related duties as required.

Senior Generalist Functions

1. Acts as a resource for addressing and resolving more complex human resources issues.
2. Responsible for ensuring compliance with employment requirements, including but not limited to, I-9 documentation, tuberculosis clearance, and vaccination requirements.
3. Manages the District's performance management program.
4. Assists in the fiscal year end process, including work year calendar and salary schedule maintenance.
5. Updates and maintains seniority lists for different employee groups within the District.
6. Verifies accuracy of faculty salary placement in accordance with the collective bargaining agreement.
7. Compiles and submits data for various reports such as MIS, IPEDS, and public information requests.
8. Configures and performs periodic audits to ensure data integrity throughout all Human Resources software and programs.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of public human resources administration.
- Methods and techniques for recruiting and testing in the public sector.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation and vocabulary.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.



Senior Human Resources Generalist

Confidential/Supervisory Range: I 7

Board Approved: 06/13/2024

P. 3|3

Ability to:

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws and policies.
- Implement and maintain standard filing systems.
- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews and negotiations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contact in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in public administration, human resources, business administration or a related field.

Experience:

- Four (4) years of broad human resources administration experience.

Equivalency Provision:

- In the absence of a Bachelor's degree in public administration, human resources, business administration or a related field, completion of at least sixty (60) college-level semester units and six (6) years of human resources administration experience is qualifying.

Preferred Experience:

- Experience in a public agency preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.