

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **HUMAN RESOURCES GENERALIST**

#### **BASIC FUNCTION**

Under the direction of the Executive Director, Human Resources & Labor Relations, perform a wide variety of administrative and technical duties in support the Office of Human Resources. The Human Resources Generalist is a confidential position and its duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

#### **REPRESENTATIVE DUTIES**

1. Perform administrative duties to assist the Executive Director with a variety of technical Human Resources functions and systems; facilitate communications and coordinate activities between the Executive Director, staff, public, and other personnel; work confidentially with discretion concerning personnel and disciplinary procedures, collective bargaining or other union matters. *E*
2. Assist in the entire lifecycle of the recruitment process, including advertising and recruitment, review of applicant pools, communicating with search committees and chairs; and scheduling of interviews. Compile and analyze data for reports; track, maintain and report statistical applicant pool and other employee data to meet District, state and federal reporting requirements. *E*
3. Conduct and oversee components of all employee Onboarding functions. *E*
4. Advise students, employees and the public; regarding Human Resources information in person or by telephone where judgment, knowledge and interpretation of policies, procedures and regulations are necessary; receive, open and distribute mail; answer telephone calls using professional courtesy and tact and refer to appropriate staff members. *E*
5. Review documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; compose and type correspondence, memorandum and forms independently or from oral instructions; maintain personnel and office files; order and maintain office supplies and other materials. *E*
6. Monitor budget expenditures and transfers; prepare requisitions and reimbursements; maintain financial records and current account balances as assigned. *E*
7. Serve as the District contact for Live Scan Fingerprinting Services with appropriate state and federal agencies and local entities; process electronic fingerprinting; maintain records; notify Vice President of criminal ID/investigation reports for new employees. *E*
8. Process and monitor required TB testing; notify and direct employees and others for testing and renewal; receive notification and maintain records of completed testing. *E*
9. Maintain currency of documents and information on District and other websites, including employment opportunities, forms, job descriptions, and collective bargaining agreements. *E*
10. Process new employees and others for entry into the employee database and payroll. Review documents for completeness and accuracy. *E*
11. Disseminate and is knowledgeable regarding employee benefits; communicate benefit information to employees. *E*
12. Arrange and schedule a variety of meetings, appointments and conferences; prepare materials for meetings as assigned. Attend a variety of meetings and provide administrative staff support to committees, including taking and transcribing minutes of meetings. Serve on committees as assigned. *E*
13. Assist with the distribution of performance evaluations; communicate with administrators, faculty and staff regarding the deadlines for completion; monitor evaluation timelines and completion of forms. *E*
14. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
15. Seek and participate in professional development activities. *E*
16. Operate a variety of office machines and equipment including a computer and applicable software including Microsoft Office, HRIS and accounting programs. *E*
17. Other duties and responsibilities as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Human Resources functions and systems, District policies, procedures and methods; state and federal laws and regulations; modern office practices, procedures and equipment; record-keeping techniques and alpha and numeric filing systems; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; professional receptionist and telephone techniques.

**Ability to:** Perform a wide variety of administrative duties in support of the Office of Human Resources; assemble data for the preparation of reports; maintain complex and varied files and records; learn, interpret and apply rules, regulations, policies and procedures; operate a variety of office machines and equipment, including a computer and demonstrated ability to utilize word processing, spreadsheets, database management, and other applicable software, as well as calculator, copier and other equipment; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing to exchange information in person and on the telephone with persons of diverse backgrounds; meet schedules and time lines; prepare and type reports, correspondence and related materials; work confidentially with discretion with sensitive and private information applicable to personnel, collective bargaining and other union matters; work independently with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; bend at the waist, kneel or crouch to file materials; sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and three (3) years administrative experience in a Human Resources environment.

**WORKING CONDITIONS**

**Environment:** Office environment. Constant interruptions.

**EMPLOYMENT STATUS**

Classified Confidential

***E:*** Essential functions of the job.

Approved 8/2005

Revised 9/2010

Leadership III