



Job Description Classification

**Human Resources Specialist, CCV
Non-Bargaining Unit**

**Grade 10
Exempt**

BASIC FUNCTION

To plan and manage the college training program, coordinate a variety of human resources and payroll related activities and manage payroll and benefit functions for CCV and the VSC in the absence of the Payroll Director.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Develop college training program each semester to include course descriptions, locating instructors, planning logistics, soliciting feedback and changing the next semester's program based on assessments.
- Responsible for performing all duties related to processing payroll and benefits for staff, faculty and students in the absence of the Director.
- Coordinate employment recruitment processes: write job postings and place ads; post positions internally, on college website and VSC portal; respond to incoming resumes and job inquiries; track and arrange for payment of advertising costs related to recruitment.
- Coordinate new employee orientation activities with new employee training and execute benefits orientations for incoming full-time staff.
- Serve as a liaison for faculty and staff on the interpretation of VSC/CCV policies and procedures; advise on various HR and payroll issues.
- Responsible for the organization and maintenance of central personnel records systems related to various HR functions (employment contracts, tuition waivers, performance evaluations, etc...)
- Responsible for reporting and tracking worker's compensation cases.
- Assist in the management of instructor contracts each semester.
- Assist in developing, evaluating and revising Human Resource department operating policies, procedures, and forms related to personnel and payroll matters.
- Assist in the preparation of various internal administrative reports as well as various reports for government agencies and professional organizations.
- Assists the Human Resources and Payroll Directors in daily functions such as filing, data entry, website/portal maintenance and other clerical duties.
- Special projects as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director of Human Resources. Work will be assigned from the Director of Payroll and Benefits.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelors degree in an appropriate discipline plus one to three years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

This position requires a mature self-starter who follows through with all constituents and is detail-oriented. Must feel comfortable with change and enjoy working with a diverse population. Some travel and hours outside of the normal workday are required. In addition, the person in this position must demonstrate the following abilities and characteristics:

- Demonstrated customer service skills.
- Good planning, administrative, organizational, and research skills.
- Strong Microsoft Office skills.
- Outstanding written and verbal communication skills.
- Good math skills. Understanding of reconciliation and/or tax laws is helpful, but not required.
- Previous experience in organizing and maintaining complex filing and record keeping systems, including some experience with computerized information systems.
- General understanding of higher education and/or non-profit organizational structure and administrative operations is helpful, but not required.
- Ability to work effectively with a wide variety of individuals inside and outside of the college. Must exhibit grace under pressure and handle stressful situations with tact.
- Ability to exercise confidentiality in all matters a must.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.