

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

HUMAN RESOURCES SPECIALIST (TEMPORARY)

\$20.54/hr; 40 hrs/wk
Anticipated need 3-4 months

BASIC FUNCTION:

Under direction of the department manager, coordinates and provides complex and specialized duties; assists with salary administration, maintains and monitors a wide variety of complex records such as part-time faculty workloads, faculty minimum qualifications, part-time faculty contracts, evaluation schedules, etc.; reports faculty and staff data for a wide variety of purposes and other HR duties as assigned.

REPRESENTATIVE DUTIES:

Processes the employment of faculty and staff; collects, prepares, and distributes employment and payroll documents, prepares and maintains personnel files for all District employees.

Works with Fiscal Services to schedule salary and benefit amounts, and budget codes for permanent employees; initiates payroll authorizations and makes changes as needed throughout the year, and maintains related District records.

Calculates/schedules monthly payroll amounts for part-time/overload faculty including work hours, flex hours, stipends, committee assignments, etc.; creates a comprehensive and detailed spreadsheet for payroll including hours, amounts to be paid, and budget codes; distributes payroll checks; and maintains related records.

Calculates and monitors workloads for part-time faculty; verifies scheduled class hours; prepares calendars for class meeting dates; prepares/examines contracts for accuracy and revises as needed; mails contracts and other information to part-time faculty each semester.

Processes, compiles and monitors personnel requisitions for temporary employees.

Maintains load banking records for full-time faculty including amount of workload banked, used, and its value.

Compiles comprehensive computerized staff data to the Chancellor's Office such as salary, assignment, ethnicity, etc.; updates related information on various websites.

Operates a variety of office equipment including a desk top computer and related software, calculator, photocopier, etc.

Assists with the recruiting and selection processes as needed such as posting/distributing job announcements, sending/receiving applications, recording applicant data, assisting applicants, maintaining selection files, scheduling interview appointments, providing direction for employment testing, assisting selection committees, preparing follow-up correspondence and file documentation.

Assists with the annual audit of salary, sick leave and vacation leave records; maintains the classified seniority list and other records as assigned.

Provides budget recordkeeping for several budgets; prepares and maintains a variety of correspondence, reports, documents, and forms; organizes and maintains a variety of

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

computerized and other records and files.

Assists with the coordination of professional development activities and related reports.

Operates a variety of office equipment including a desk top computer and related software, calculator, photocopier, etc.; may train and provide work direction to others and perform other related duties as assigned.

Prepares and maintains a variety of correspondence, reports, documents, and forms; maintains and organizes a variety of records and files.

Trains and provides work direction to others and performs other duties as assigned.

QUALIFICATIONS:

KNOWLEDGE OF:

Policies, procedures and regulations related to assigned duties

Modern office practices, procedures, and equipment

Complex, computerized recordkeeping systems

Principles and practices of data management

Word-processing, spreadsheet, email and database software

Proper English usage, grammar, spelling, punctuation, vocabulary

Basic math

Interpersonal skills using tact, patience, and courtesy

Effective verbal and written communication skills

Telephone techniques and etiquette

ABILITY TO:

Learn, interpret, apply, and explain related laws, policies, procedures, rules, and regulations

Work independently within complex policies, procedures and guidelines

Organize and coordinate work duties

Process the employment of faculty and staff

Prepare part-time faculty payroll

Calculate and monitor workloads for part-time faculty

Monitor minimum qualification status of academic personnel

Maintain a wide variety of complex and computerized files and records including financial and statistical data

Compose correspondence, prepare reports and related materials

Establish and maintain cooperative and effective working relationships with others

Deal effectively with a wide variety of personalities and situations using sound judgment

Train and provide work direction to others

Work confidentially with discretion

Follow verbal and written directions

Work independently with little direction

Research, analyze and resolve issues

Accurately work with detailed information

Communicate effectively both verbally and in writing

Plan, organize, prioritize, and schedule work

Meet schedules and timelines

Complete work with interruptions and distractions

Operate a variety of office equipment including a desk top computer and related software, calculator, copier, and others as applicable

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY. YOUR COLLEGE. YOUR SUCCESS.

WORKING CONDITIONS: Office environment; subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and light lifting (up to 15 lbs).

APPLICATION PROCEDURE:

Please submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey:
<https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- Cover letter explaining your experience
- Resume

We will hold your application materials for 1 year and forward them to supervisors as the need arises.