

# Job Description

Position Title: Human Resources Specialist 2

Job Group: Human Resources

Job Level Group: Support - Intermediate

FLSA Status: Non-Exempt

## Position Summary:

The Human Resources Specialist 2 is responsible for performing highly confidential, administrative duties that support Human Resources.

The Human Resources Specialist 2 acts as central point-of-contact for general information regarding HR; responding to students, employees, and community members inquiry either in-person, by telephone, or email.

The Human Resources Specialist 2 may be assigned to a specific function of HR requiring in-depth knowledge regarding procedures and policies of assigned department.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Initiate, process, and prepare new hire information for temporary-class employees. This includes generating offer letters, initiating background checks, moving new hires through the applicant management system, and communicating with the new employees.
2. Gather all incoming documentation and mail that comes into Human Resources via physical/inter-office mail, fax, and email. Triage, record, and sort as necessary.
3. Obtain, check, and verify identification documents for I-9 Verifications. Administrate all tasks regarding I-9's including any life-cycle tasks to completion.
4. Create and maintain college-wide personnel files accurately by adding, deleting, copying, verifying and disposing of appropriate documents and files in accordance to local and federal recordkeeping regulations.
5. Initiates and interprets personnel actions, review documents for accuracy and completeness. Research and resolve discrepancies; identity and correct errors in HRIS data.
6. Provide general information to students, employees, and community members; as the main point-of-contact for Human Resources inquiries. This includes various communication mediums such as phone calls, composing emails, and in-person help.
7. Schedule and monitor the calendar for the Human Resources conference room, including sending out calendar invites and finding alternative locations for meetings, if room is occupied.
8. Manually enter or adjust payroll contracts as needed for the human resource / payroll department.

9. Support multiple committees by taking notes, agenda preparation, host online meetings, and distribute pertinent college-wide information.
10. Initiate, prepare, and record volunteer documentation for Pima College. This includes initiating background checks and keep a record of forms.
11. Creates, maintains, develops, and prepares a variety of technical reports using applicable software such as Microsoft Excel, HRIS enterprise-wide systems, and hiring technology software.
12. Adhere to College Personnel policies and practices and communicate these polices as requested by external departments.
13. Responds to requests for information from employees, other educational institutions, and the general public regarding general practices and processes at the college.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of human resources principles and practices
3. Knowledge of internal and external customer service principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive and flexible customer service
7. Ability to apply effective and accurate data entry and typing skills
8. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Associates degree in Human Resources or a closely related field of study preferred.
- One (1) to three (3) years of human resources or benefits related experience.
- Three (3) to five (5) years of human resources or benefits related experience preferred.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required