Specialist I, Human Resources

FLSA Status: Non-Exempt
Pay Grade: 12
Job Title ID: 13060
Job Series/Job Family: Human Resources Series / HR Family

Reports To

Direct, Manager, or designee

Job Purpose

To screen employment applications, answers questions about the employment process and available College positions.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Screens applications for employment, checking to ensure applicant meets minimum qualifications, including certifications/licenses, related work experience, and education/experience level requirements.
2. Assists applicants by answering questions on the employment process offering suggestions as appropriate. Communicates with campus community (Deans/Department Chairs, Selection Committee representatives) regarding the status of application materials.
3. Enters and maintains database information to include applications, transcript master file, ID requests (new/replacements); may process background checks on-line; files information.
4. Creates and updates form letters and other documents used in the employment process.
5. Assists with career fairs and other recruiting activities.
6. May be required to translate and interpret information concerning the application process, answering inquiries on application status and job posting requirements.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Customer service principles and practices.
- Recruitment, employment processes, and procedures.
- Basic employment laws and regulations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

Work Experience

Required

- One year related work experience.

Preferred

- Two years work experience in Human Resources (Generalist or Employment/Recruitment experience).

Education

Required

- High School diploma or equivalent, and 30 college credit hours.

Preferred

- Bachelor's degree in related field.

Other

Preferred

- Knowledge of ACC Administrative Rules and Procedures, ACC Human Resources Employee Handbook, Reference Guide, Employment and Compensation Information Guide, federal and state regulations for employment, and/or training in completing/reviewing new hire I9 forms. Bilingual.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.