

## IMPERIAL COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: HUMAN RESOURCES GENERALIST

#### BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer (CHRO), perform a variety of personnel duties as directed in the administration of the District's HR Office. Perform human resources functional activities including: employment; customer service; filing; purchasing; and assisting with recruitment and screening. Prepares, processes, and maintains related data, documents, and reports in accordance with all applicable District, State, and Federal provisions.

#### REPRESENTATIVE DUTIES:

*The following duties are typical for this classification.*

Process student pre-employment and employment documents; assist departments with the student employment on-boarding process; maintain student employment records in the HRIS and in personnel files; process student employment Board Agenda items; and assist with student payroll as necessary. *E*

Conduct LiveScan (fingerprinting) services for all new employees. *E*

Process the onboarding of all district volunteers. Submit Board Agenda items for new volunteers as required. *E*

Provide primary customer service for human resources department. Process employee ID cards. Answer phones and direct employees, students, and public to appropriate HR staff. *E*

Maintain HR file room and files. Assist HR Staff in filing documents as needed. Archive files into the electronic digital personnel record storage system. *E*

Maintain inventory and purchase of office supplies for HR office. Purchase office supplies as needed. *E*

Make travel arrangements for HR staff. Process travel claims. *E*

Provide assistance to HR staff in the recruitment and screening process as needed.

Assists in conducting a variety of employment-related research; compile data and compose correspondence and reports. Assist with special projects, provides clerical support to overall administration of Human Resources function.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- District policies regarding student employment.
- Basic math computations
- Interpersonal skills such as tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping techniques.
- Oral and written communication skills.
- Modern human resources office functions, practices, and procedures.
- HRIS and payroll systems.

**Ability to:**

- Effectively use time management principals and balance competing priorities.
- Take initiative and exercise appropriate discretion.
- Learn, interpret and apply rules, regulations and policies regarding human resources.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- To complete assignments within specified deadlines accurately and efficiently.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent and two years of administrative/clerical experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |

4 a. Ability to work at a desk, conference table, or in meetings of various configurations.

1 b. Ability to stand for extended periods of time.

4 c. Ability to sit for extended periods of time.

4 d. Ability to see for the purpose of reading printed matter.

- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 2 h. Ability to lift 10 pounds.
- 2 I. Ability to carry 10 pounds.
- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*