

Job title	<i>Human Resources & Academic Personnel Specialist</i>
Reports to	<i>President</i>

Job purpose

This position is responsible for the Human Resources and Academic Personnel processes relating to an assortment of employee types and levels within the College. The HR/AP Specialist maintains confidentiality and manages complex human resources and administrative processes for all administrative staff, management, student hires, and all levels of academic personnel. These processes include and are not limited to coordinating all personnel actions regarding recruitment, new hire and onboarding, reclassification, compensation, benefits, leave, and retention to ensure compliance with federal, state, college, and campus regulations, and best practices. This position must be a person who supports strategic goals by providing progressive HR services and practices to California Indian Nations College employees and by fostering a respectful, healthy and diverse workplace.

Duties and responsibilities

- Responsible for conducting the full range of HR and AP activities; serves as HR/AP expert and processes all personnel actions required for recruitment, new hire and onboarding, reclassification, equity reviews, and retention within the guidelines, regulations and policies set forth by the College.
- Responsible for the annual updates, distribution, posting, and/or interpretation of the College handbook, campus policies and guidelines, as well as the state/federal regulations; develops sound procedures that are in line with policy.
- Coordinates special HR/AP related projects and processes: Annual performance reviews, individual development plans, market equity, merit calls, and other campus initiatives related to HR.
- Works with President and the administrative team to strategize on HR processes, policy improvements, and to ensure effectiveness and efficiencies are maintained.
- Works with managers, supervisors, and employees in developing job descriptions.
- Responsible for informing employees on benefits, resolving benefits issues, and providing guidance on compensation programs. Disseminates information accordingly.
- Assists with the distribution of performance evaluations and advises managers, supervisors, and administrators on employee and labor policies, procedures and appropriate actions including those matters relating to represented employees.
- Counsels employees concerning sensitive and difficult to resolve work-related issues. Conducts termination interviews, providing feedback to management and the Office of the President.
- Manages and processes all documentation and activates relating to disciplinary actions and maintains strict confidentiality.
- Provides training on various HR and AP processes and policies, staying abreast of proposed and implemented changes to keep all College employees current and informed of the accepted and best practices.
- Determines and assembles materials for academic reviews: Generates eligibility lists, advises faculty on file/dossier preparation, solicitation of intra and extramural evaluations, maintenance of database or other academic personnel filing system.
- Assembles the academic review committee and disseminates files accordingly.
- Prepares approval documentation for VP/Dean or other designee on academic personnel actions for which the VP/Dean has authority.

- Coordinates faculty searches in collaboration with the VP/Dean and COD to ensure preliminary reviews and advertisements are in compliance with policies and procedures.
- Serve as the College contact for Live Scan Fingerprinting Services with appropriate state and federal agencies, local entities, process electronic fingerprinting, maintain records, notify Office of the President of criminal ID/investigation reports for new employees.
- Arrange and schedule a variety of meetings, appointments, and conferences. Prepares materials for meetings as assigned. Attend meetings and provide administrative staff support to committees, including taking and providing minutes of meetings.
- Other administrative duties as assigned.

Knowledge and skills

- Thorough knowledge of human resources and academic personnel concepts, policies and procedures, employment practices, labor relations, salary administration, benefits, and training in a college or university institution.
- Superior communication skills to effectively and professionally communicate with tact and diplomacy, identifying correct issues to be communicated, assessing the audience, as well as the method and appropriate timing of communication.
- Strong analytical skills to conduct analysis and develop recommendations, demonstrating organizational and problem-solving skills.
- Knowledge of human resources management system (HRMS) and/or other related business software programs and systems.
- Demonstrated ability to handle challenging and/or volatile situations/individuals effectively.
- Demonstrated skills in prioritizing competing work assignments, employing political acumen, and integrating information to determine appropriate courses of action along with possible implications.
- Responsible for the management and timely maintenance of the College's, staff, academic and student employment including payroll records in accordance with HR/AP records management.
- Maintains strict security and confidentiality for all files and correspondence in accordance with the Information Practices Act.

Qualifications

- Minimum of four years' experience with both Human Resources and Academic Personnel in a college or university institution.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments with utmost accuracy, and meet deadlines.
- High level and professional interpersonal skills using tact, patience, and courtesy.
- Knowledge of unit academic culture and educational goals of disciplines served.
- Knowledge of College policy and procedures and salary structures.

Approved by:	<i>Celeste Townsend, Interim President</i>
Date approved:	12/01/2018
Reviewed:	12/31/2018