



## Job Description Classification

**Human Resources Specialist, CSC  
Non-Bargaining Unit**

**Grade 10  
Exempt**

### **BASIC FUNCTION**

To coordinate a variety of human resources and payroll related activities and manage payroll and benefit functions for the College in the absence of the Director of Payroll & Employee Services.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Responsible for performing all duties related to processing payroll for student workers including both work study eligible and college funded.
- Responsible for performing all duties related to processing payroll and benefits for staff and faculty in conjunction with the Director.
- Coordinate employment recruitment processes: write job postings and place ads; Post positions internally, on college website and VSC portal; respond to incoming resumes and job inquiries; track and arrange for payment of advertising costs related to recruitment.
- Coordinate new employee orientation activities with new employee training and execute benefits orientations for incoming full-time staff.
- Serve as a liaison for faculty and staff on the interpretation of VSC/CSC policies and procedures; advise on various HR and payroll issues.
- Responsible for the organization and maintenance of central personnel records systems related to various HR functions (employment contracts, benefit information, performance evaluations, etc...)
- Maintain payroll files.
- Assist Director with reporting and tracking worker's compensation cases.
- Assist in the management of instructor contracts each semester.
- Assist in developing, evaluating and revising Human Resource department operating policies, procedures, and forms related to personnel and payroll matters.
- Assist in the preparation of various internal administrative reports as well as various reports for government agencies and professional organizations.
- Assist the Human Resources and Payroll Directors in daily functions such as filing, data entry, website/portal maintenance and other clerical duties.
- Special projects as assigned.

### **SUPERVISION RECEIVED**

Gene10)62237(E)-288(D)0.62237)-0.062( )TJR912 Tf 13 TIT(G)0.

### **SUPERVISION EXERCISED**

Student workers as applicable.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in an appropriate discipline plus one to three years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

This position requires a mature self-starter who follows through with all constituents and is detail-oriented. Must feel comfortable with change and enjoy working with a diverse population. Some travel and hours outside of the normal workday are required. In addition, the person in this position must demonstrate the following abilities and characteristics:

- Demonstrated customer service skills.
- Good planning, administrative, organizational, and research skills.
- Strong Microsoft Office skills.
- Outstanding written and verbal communication skills.
- Good math skills. Understanding of reconciliation and/or tax laws is helpful, but not required.
- Previous experience in organizing and maintaining complex filing and record keeping systems, including some experience with computerized information systems.
- General understanding of higher education and/or non-profit organizational structure and administrative operations is helpful, but not required.
- Ability to work effectively with a wide variety of individuals inside and outside of the college. Must exhibit grace under pressure and handle stressful situations with tact.
- Ability to exercise confidentiality in all matters a must.