

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Human Resources Specialist

Job #07-031

Closing Date: 08/25/06

The Foothill-De Anza Community College District is currently accepting applications for **Human Resources Specialist, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under general direction, establish and maintain the classification systems for all management and classified positions of the district. Serve as a resource person to Classification Committees; serve as a resource person for classified negotiations. Collect, analyze, and develop occupational data concerning jobs, job qualifications and job characteristics. Analyze, develop, write and update job descriptions, specifications, and narrative statistical reports reflecting such data as skills, knowledge, abilities, training, education, and related factors required to perform jobs. Perform desk audits and evaluations in response to reclassification requests and reorganizations. Recommend appropriate job classification and salary ranges. Monitor and maintain database and generate classification and compensation reports as required. Conduct salary survey and classification studies to verify or standardize data. Work with Employment Services to develop position announcements. Assist in development and maintenance of HRIS administrative system, assess programming needs, direct implementation. Perform other duties as required.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of education and experience equivalent to a Bachelor's degree.
3. Two to three years of recent experience in human resources with at least one year of experience in classification, compensation, or employment.

PREFERRED QUALIFICATIONS:

1. Knowledge of methods and techniques of classifying jobs, preferably in an education environment.
2. Experience with a large, complex administrative system such as HRIS; ability to assess programming needs
3. Knowledge of research methods, and techniques and possess strong analytical skills.
4. Knowledge of salary administration.
5. Ability to work independently with minimal supervision.
6. Ability to maintain the confidentiality of non-public information.

7. Ability to use good judgment on critical issues.
8. Ability to plan, implement and monitor a programmed approach to problem resolution.
9. Ability to independently compose letters and write reports in clear and plain English, using correct spelling, vocabulary, grammar, and punctuation.
10. Ability to relate tactfully and effectively with management, staff, and public.
11. Ability to use computer software to create reports and keep accurate records.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Human Resources Specialist.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$5,069.17 per month plus benefits; level P-11

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>