



## Job Description

**Job Title: Human Resources Specialist II**

**JTC: CQG**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides a variety of professional, administrative, technical and analytical human resources duties related to the daily operations of the Human Resources (HR) office.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience in the administration of HR processes and programs. General knowledge of HR policies, practices, federal and state employment laws. Ability to work independently and in a team environment with minimal supervision; organize, plan and prioritize work to meet deadlines and accomplish assigned tasks.

Ability to work under pressure with constant interruptions; maintains confidentiality of records and highly sensitive information and capable of learning new computer applications specific to the requirements of the position. The ability to clarify and apply rules, regulations, and procedures related to HR and/or other policies and procedures. Able to respond promptly to requests from student and staff and maintain complete and accurate records and files. Ability to identify and pursue appropriate paths toward effective decision-making.

Must be able to communicate effectively with tact, patience, and courtesy in a diverse, multi-cultural constituents and stakeholders while maintaining a high level of professionalism in the resolution of employee issues.

Position requires the use of sound judgment in dealing with staff and the ability to initiate and manage projects independently. Strong attention to detail and utilization of critical thinking skills to solve HR related problems. Ability to use word-processing, spreadsheets, and database management tools. Remain current concerning HR regulations and legislation.

Position requires a high level of confidentiality, excellent communication skills, and the ability to proactively respond to changing priorities. Strong qualities of interpersonal and cultural sensitivity, listening, oral and written expression using methods appropriate to the audience.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree with two (2) years of related work experience. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers one to two personnel related functions such as applicant tracking system, verification of employment, new employee orientation, compensation, payroll, FMLA, worker's compensation, training/development and benefits, etc. for the purpose of conforming to District policies/procedures and relevant laws. Maintains a variety of employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee's records.

Provides information to employees regarding policies and regulations; addresses a variety of issues and/or provides general support. Responsibilities may include data entry into payroll and HR systems, preparing benefit packages, maintaining employee records, review of compensation plans, implementing/tracking professional development and training plans, and any other HR related functions. Assist in the development, implementation, support and review of HR department initiatives, policies and procedures.

Develops and maintains effective relationships with diverse staff and employees within the DCCCD community network provides sound guidance and value-added solutions that contribute to clients' success and growth, and results in high customer satisfaction. May provide on-boarding as well as employee exit meetings. Maintains and processes confidential, sensitive information.

Works in cooperation with others to assure required degrees, licenses, credentials and/or training certifications are obtained in compliance with state regulations and District policy, as applicable. Attends and participates in staff meetings and in-service activities; attends workshops, conferences, and classes to increase professional knowledge. Assists in the collection, preparation and review of data for reports, proposals and other formal written communications; ensures that data and information is accurately input into HR systems.

Communicates and interacts with various constituents and stakeholders within the DCCCD community network, including faculty, staff, students and the public for the purpose of providing information and assistance regarding employment, DCCCD processes/procedures, personnel records and related legal requirements.

Performs other duties as assigned.



*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*