



## Job Description

**Job Title: Human Resources Specialist I**

**JTC: CTE**

**Salary Range: N03**

**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

Performs specific HR duties that may relate to employment, payroll, compensation, training and development, benefits or other HR related functions.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of HR concepts, principles and practices. Experience researching, interpreting and applying federal laws, rules, regulations, policies and guidelines in the assigned area(s) of responsibility.

Ability to work with employees, faculty and administrators to assess their needs, provide information or assist and resolve issues/concerns. Able to research data and maintain information in a human resources information system (HRIS).

Able to collaborate and maintain effective working relationships with individuals from multicultural backgrounds and is sensitive to cultural diversity; utilizes tact and judgment; is courteous and shows empathy and concern for employees. Organizes work, sets priorities with attention to detail, and determines resource requirements to complete assignments.

The ability to make sound, well-informed, and objective decisions; perceives the impact and implications of decisions and seeks assistance when needed. Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and confidentiality. Ability to use word processing, spreadsheets, and database management tools.

Must have effective interpersonal, presentation, verbal and written communication skills to ensure that information, guidelines and procedures are clearly conveyed to stakeholders and constituents. Demonstrates effective use of listening skills and displays openness to other's ideas and thoughts. Provides effective customer service.

### 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

High school graduate 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

Assists with daily employee and department functions which may include applicant tracking system, verification of employment, new employee orientation, compensation, payroll, FMLA, worker's compensation and benefits, etc. Explain human resources policies, procedures, laws and standards to new and existing employees.

Ensures timely and accurate input of data into HRIS system, as applicable, and the safe-keeping of personnel records and related files to ensure compliance with applicable legal requirements. May conduct reference and background checks for candidates being considered for employment.

Promotes the organization's philosophy and values and ensures quality in all areas, promoting teamwork throughout the organization. Responds to questions and concerns of employees, elevating issues as needed.

Ensure all activities and programs related to human resources are implemented in accordance with the organization's strategy. May administer benefits and ensure all data affecting payroll is updated and maintained in a timely manner. Assist with special projects and programs, on an ad-hoc or ongoing basis, as needed.

Communicates with individuals, internal/external to the campus and/or DCCCD community network, providing assistance as required and ensuring information or requests are handled appropriately. Effectively communicate any changes in policies, procedures and functions that affect the campus.

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.*