

## CLASSIFIED POSITION REQUEST

**Position Title:** Human Resources Specialist – Classified (Confidential)

**Dept/Program:** Human Resources

**Submitted by:** Barbara Lee

**PT/FTE:** Full Time

**New or Replacement:** Replacement due to retirement (Cheryl Lincoln)

**Salary/Benefit Costs:** \$34,920 Salary + \$31,926 (Benefits and H&W)

**Total Costs:** \$66,846 annually

**Funding Source:** General Fund (included in current budget)

**Are there Salary Savings:** \$7,548 (salary) + \$2,048 (roll-up)  
Total: \$9,596 (initial annual difference due to step placement)

**Description of duties:** This position handles all aspects of classified employees from the hiring process through employment and in-service status changes. The Specialist trains hiring committees, places recruitment ads, composes job announcements, writes job descriptions as needed, performs reference checks, provides new employee orientations, prepares board agendas, monitors step increases, longevity increments and educational incentive payments. The position also monitors annual work schedules and temporary positions for adherence to the 185 day maximum. Integral duties also include the coordination and monitoring of the NOE process for temporary employees, as well as maintaining a current data base of classified employees and positions. This position is also an indispensable part of the negotiations team for the job description update/reclassification project.

**Special Considerations:** None

**Does Position act as an entry point for the college? Should it be bilingual?**

This position is the first contact many job applicants have with the College. Because this position is an entry point to the college, bilingual skills would be as asset but are not required.

**What would happen if this position weren't approved?**

The level of service in Human Resources would diminish because other employees would have to absorb the duties of the position which would leave duties and tasks undone. This position is essential to providing responsive quality service to both employees and applicants.