

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES SPECIALIST (CONFIDENTIAL)

BASIC FUNCTION:

Under the general direction of an assigned supervisor, perform complex advanced journey level functions in the areas of employee and labor relations and leave of absence administration.

REPRESENTATIVE DUTIES:

Employee and Labor Relations

Provide administrative assistance in the collective bargaining process for the District and all bargaining units; assist in the development of contract language, policies and procedures; provide statistical and narrative analysis of data and information in support of proposals; maintain the official record of collective bargaining sessions; produce and distribute to all employees and managers negotiated contracts upon completion of the bargaining process. *E*

Conduct workplace investigations pertaining to discrimination, harassment, and other employee misconduct issues; gather, compile, and analyze evidence from multiple sources for inclusion in investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations; develop and deliver recommendations pertaining to investigations. *E*

Gather, analyze, and evaluate information in cases of disciplinary action; prepare statements of charges and supporting documentation for approval and recommend appropriate disciplinary action. *E*

Advise managers and supervisors on employee relations issues by providing information on progressive discipline, evaluation procedures, due process requirements, complaint and grievance procedures, and other relevant areas and recommend solutions. *E*

Assist the director in the preparation of employee disciplinary and grievance hearings, which includes the subpoenaing of witnesses, pre-hearing preparation of witnesses, answering of interrogatories, production of records and evidence, and preparation of statements and briefs. *E*

Interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to employee relations to district employees; advise employees on the rights, privileges, and burdens of employees and supervisors in filing grievances, appeals, and complaints; counsel employees on minor issues of employee misconduct, dissatisfaction, poor work habits, leave rights, and related issues. *E*

Evaluate proposed and current state and federal legislation pertaining to employee relations; assist in developing, revising, and implementing district rules, policies, and procedures to ensure compliance with state and federal legislation. *E*

Create and maintain confidential files pertaining to investigations.

HUMAN RESOURCES SPECIALIST (CONFIDENTIAL) (continued)

Leave of Absence Administration

Analyze workers' compensation claim trends; make and implement recommendations for improvements; troubleshoot issues and escalate claims issues to the insurance carrier; identify areas of potential liability and resolve issues with the insurance, leadership, and departments; prepare annual compliance reports relevant to workers' compensation. *E*

Coordinate the implementation and evaluation of District return-to-work programs, including review of doctor's work restrictions and requests for reasonable accommodation; recommend and coordinate fitness of duty exams, as appropriate; conduct interactive processes to determine employee accommodations; recommend and work with employees' supervisors to implement approved accommodations. *E*

Receive, review, process, and monitor leave of absence requests; provide appropriate information and legally required notices to employees regarding provisions and rights; monitor and track leaves; follow-up on required paperwork including medical certifications and request for extended leave; maintain contact with employees on leave to monitor progress and return to work date. *E*

Receive, review, process, and monitor workers' compensation claims with third party administrators; ensure appropriate action and communication with employees; assist in the investigation of claims, including the review of medical reports, policies, and procedures; may interview witnesses and correct safety issues. *E*

Review and recommend actions for pending workers' compensation, Department of Fair Employment & Housing (DFEH), Americans with Disabilities Act (ADA) litigation and Unemployment Insurance Appeals Board hearings; attend depositions, settlement proceedings, and assist in preparation for trials. *E*

Serve as liaison between the District and benefits brokers, insurance carriers, and providers of medical services in the administration of the District's workers' compensation program, including coverage, premiums, claims processing, and fees. *E*

Respond to employees, staff, supervisors, and managers' questions pertaining to leaves and return to work status. *E*

Serve as a technical resource and provide training to District staff in the areas of workers' compensation and leave of absence procedures, responsibilities, and reporting, as well as State, federal, and negotiated leaves-related benefits. *E*

Conduct, or arrange for, employee ergonomic evaluations; purchase and facilitate the installation of ergonomic equipment. *E*

Prepare reports, files, correspondence, and other documents including those required for regulatory compliance; may develop and prepare visual presentations, flyers, and graphic materials. *E*

Participate on committees, task forces, and related initiatives related to employee safety and workers' compensation. *E*

May provide work direction to lower-level staff.

Perform related duties as assigned.

HUMAN RESOURCES SPECIALIST (CONFIDENTIAL) (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods, and procedures pertaining to employer-employee relations, leave of absence administration, workers' compensation, and employee health and safety
State and federal laws, codes, and regulations applicable to employment, leaves, insurance, benefits, work-related injury or illness, liability, and employee safety
Methods and techniques associated with conducting workplace investigations
Principles of performance management and progressive discipline
Current trends and best practices in employee relations
Principles and techniques of alternative dispute resolution
Principles and techniques of employee counseling and guidance
Reasonable accommodation, return to work, and interactive meeting processes and procedures
District organization, policies, procedures, and objectives
Modern computer software packages, including word processing, database, and spreadsheet applications
Record keeping techniques
Principles of effective public speaking
Principles of business letter writing and report preparation

ABILITY TO:

Conduct investigations and make appropriate recommendations
Develop innovative solutions to complex and sensitive employer-employee relations issues
Handle multiple projects simultaneously
Work independently with little direction
Exercise tact and patience in interactions with employees
Exercise good judgment
Provide information, assistance, and training to employees, supervisors, and administrators
Express complex technical concepts clearly and concisely, both orally and in writing
Establish and maintain effective working relationships
Exhibit detail orientation in reviewing documentation and records
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Collect, investigate, analyze, and interpret data
Prepare clear, concise, and comprehensive administrative and technical reports
Conduct training programs and maintain records of employee participation in such programs
Effectively attend to the needs and expectations of customers
Demonstrate sensitivity to colleagues and customers with diverse academic, social, economic, cultural, and ethnic backgrounds

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND three years of professional-level human resources experience.

Additional qualifying experience can substitute for education on a year for year basis.