

ACADEMIC PERSONNEL SPECIALIST

DEFINITION

Performs complex technical and professional personnel work related to the recruitment and selection, compensation, and assignment processing of faculty and educational administrator positions and supervises the day-to-day activities of assigned operational units engaged in providing specialized clerical and technical support in those areas.

TYPICAL DUTIES

- Plans, organizes, and supervises the activities of assigned operational units comprising the areas of selection and compensation of faculty and educational administrators.
- Coordinates the academic equivalency process with the District's colleges.
- Coordinates the enforcement of the limited eligibility systems as well as the 60% hourly limit involving the employment of faculty.
- Supervises the salary placement process for new faculty and performs the salary rating-in of new educational administrators.
- Coordinates the selection process of faculty as well as of educational administrators below the level of a President which includes the areas of job advertisements, review of applicant folders, referral of materials to the Office of Affirmative Action, and issuance of clearance for job offers after approval.
- Researches and resolves non-routine problems related to the selection, compensation, and assignments of faculty and educational administrators.
- Develops, revises, and implements policies and procedures to improve and enhance operations within assigned units.
- Consults with and advises administrators, employees, and employee representatives on policies, precedents, and the interpretation and application of laws, rules, and procedures related to employment of faculty and educational administrators.
- Oversees and/or participates in the maintenance of the faculty assignment logbook which includes login of Notices of Intent, terminations, issuance of clearances to hire, leaves, transfers, verifications of assignments, issuance of contracts of employment, etc.
- Attends various committee meetings, as designated, to represent assigned area(s) of responsibility on matters affecting the recruitment and selection, compensation, and other matters related to employment of faculty and educational administrators.
- Determines work methods; establishes priorities for the completion of work; prepares work schedules to meet deadlines.
- Selects, trains, assigns and evaluates the work of employees.
- Prepares a variety of correspondence, reports, and presentations related to assigned areas of responsibility.
- Maintains new and modified computer applications to meet user requirements in the area of academic personnel information processing systems.
- Oversees the establishment and maintenance of records and directs the distribution of forms related to the employment of faculty and educational administrators.

TYPICAL DUTIES (Cont.)

Acts on behalf of the Associate Vice Chancellor, Human Resources, in his/her absence on designated matters.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Academic Personnel Specialist** is responsible for the day-to-day supervision of one or more assigned operational units engaged in providing specialized clerical and technical support related to the areas of recruitment and selection, compensation, and assignment processing of faculty and educational administrator positions and personally performs the more responsible and complex technical and professional assignments within assigned area(s) of responsibility. An incumbent in this class is required to apply a thorough knowledge of laws and regulations, rules and procedures in the performance of his/her duties.

A **Supervising Personnel Analyst** is responsible for the day-to-day supervision of one or more assigned functional units of a human resources/personnel program and personally performs the more responsible and complex technical and professional assignments related to recruitment and selection, testing, job classification, compensation, organizational analysis, staff development and training, and the development of rules, policy, and procedures. An incumbent in this class is required to apply a thorough knowledge of laws and regulations, rules and procedures in the performance of his/her duties.

Directors in the areas of personnel, employer-employee relations, business services, or information technology are the District's top technical experts in their respective occupational fields and manage central administrative units which are responsible for providing policy, technical, and procedural direction, guidance and coordination over activities which impact the financial, human, capital, or information systems of the District as a whole.

SUPERVISION

General direction is received from an academic administrator. Supervision is exercised over professional, supervisory, technical, and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Policies and practices of public personnel administration
- Principles and techniques used in the selection of faculty and educational administrators
- Techniques and methods used in the recruitment of faculty and educational administrators
- Techniques and methods used in the design and maintenance of compensation plans involving the employment of faculty and educational administrators
- Statistics and research methods used in personnel management

Knowledge of (cont.):

State and federal laws and regulations related to the employment of faculty and educational administrators
District Board Rules and administrative policies related to the employment of faculty and educational administrators
The collective bargaining agreements covering District faculty and educational administrators
Principles and techniques of supervision and training
Capabilities of computer applications, systems, and hardware used in personnel management
Organization and management of records

Ability to:

Plan, organize, and coordinate activities related to the recruitment and selection, compensation, and employment policies affecting faculty and educational administrator positions
Perform complex professional-level work in the areas of recruitment and selection, compensation, and policy development involving the employment of faculty and educational administrators
Develop and implement effective policies and procedures affecting the activities of assigned operational units
Interpret and apply District policies, regulations, rules, collective bargaining agreements related to the employment of faculty and educational administrators
Work independently on complex assignments and meet deadlines
Collect and analyze complex information and data; recognize significant factors, relationships, and trends; make sound findings and recommendations
Select, motivate, train, and supervise assigned personnel
Analyze the needs, problems, and procedures related to academic personnel functions and design information systems to meet requirements
Use computer software for database management, spreadsheets, word processing, graphics, and desktop publishing
Prepare effective and comprehensive written communications, reports, and presentations
Verbally communicate complex technical information and issues in understandable terms
Work effectively with all levels of District personnel, employee representatives, and representatives of public and private organizations

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized four-year college or university, preferably with a major in public administration, personnel administration, industrial psychology, industrial relations, business administration or a closely related field **AND** four years of full-time, paid professional-level personnel experience in one of the following areas: recruitment and selection, job classification, wage and salary administration, training, affirmative action, or employer-employee relations. Experience with compensation of faculty and educational administrators in a university, college, community college, or K-12 district, or equivalent is highly desirable.

OR

- B. A master's degree from a recognized four-year college or university with a major in public administration, personnel administration, industrial psychology, industrial relations, business administration or a closely related field **AND** two years of full-time, paid professional-level personnel experience in one of the following areas: recruitment and selection, job classification, wage and salary administration, training, affirmative action, or employer-employee relations. Experience with compensation of faculty and educational administrators in a university, college, community college, or K-12 district, or equivalent is highly desirable.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.