



# Trinity Valley Community College

## Job Description

### Human Resources Specialist- Employee Relations

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Provides generalized support to the Human Resources Department.

#### **REPORTS TO:**

Director of Human Resources

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

An associate's degree in office occupations, business, accounting, or a related field. Five (5) years of related office experience could be considered in lieu of formal education.

##### **PREFERRED:**

Bachelor's degree in Human Resources or Organizational Management

##### **EXPERIENCE REQUIRED:**

Three (3) years full-time office experience

##### **PREFERRED:**

Five (5) years direct experience in human resources.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |   |
|--|---|
| • Typing/Data Entry                                | • Interpersonal and customer service skills |
| • Computer software proficiency – Microsoft Office | • Basic Math                                |
| • Operating equipment – office or otherwise        | • Attention to detail                       |
| • Written and oral communication                   | • Time management                           |
|  | • Organization                              |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Create and maintain an organized, professional office environment and serve as an ambassador of the college to job seekers and new employees.
- Post job announcements for position openings and contact other agencies as required, i.e. TWC.
- Conduct the pre-employment screening processes.
- Maintain work-packets for full-time, part-time, and student employees.
- Maintain applicant logs according to policy.
- Accept and log applications and review for accuracy and completion.
- Generate and maintains hiring packets to provide to hiring supervisors.
- Generate "position filled" letters upon selection of candidates.

All TVCC positions are security sensitive and require a criminal background check.



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- Complete work-packets for all new employees Ensure completion of all employment work packets.
- Enter employee's information into ERP for proper processing of employment
- Forward employee information on to necessary departments for all employees, i.e. IT for email and access, etc.
- Provide information to employees regarding established policy and procedures.
- Maintain up-to-date scanning and recordkeeping system for personnel records.
- Assist employees with information changes in order to maintain up-to-date personnel files, i.e., name changes, address changes, etc.
- Generate HR reports as needed.
- Accept and complete Motor Vehicle Report checks on all new employees and notifies supervisor and Director of Transportation upon clearance.
- Process background checks on all new employees and notifies Human Resources Director.
- Completes employment verifications for past and present employees.
- Generate purchase orders as necessary.
- Order name badges for employees.
- Provide back-up to the HR Generalist as needed.
- Other duties as assigned by appropriate supervisory personnel.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

##### PHYSICAL DEMANDS:

- Required: reaching, standing, walking, finger dexterity, grasping, talking, hearing, seeing, repetitive motions, computer work, and light work.
- May: lifting.

##### MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 50% of the time

##### OTHER DEMANDS:

None

*The above job description has been reviewed and was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Approved: 7/18/01

Revised: 10/11/2021



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<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Non-Exempt	<b>TVCC Job Code:</b>	1468A
<b>DBM:</b>	B	<b>Travel Required:</b>	None
<b>IPDEDS/SOC CODE:</b>	13-1071	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	175	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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