

CLASSIFIED POSITION REQUEST

Position Title: Secretary – Human Resources

Dept/Program: Human Resources

Submitted by: Barbara Lee

PT/FTE: Full Time

New or Replacement: Replacement (Cecily Gibbs)

Service Category: 4 (confidential)

Salary/Benefit Costs: \$30,996 Salary + \$30,862 (Benefits and H&W)

Total Costs: \$61,858 annually

Funding Source: General Fund (included in current budget)

Are there Salary Savings: None (Turn-over savings in budget from Jodie are \$7,887.)

Description of duties: Acts as a major source of information regarding the department's policies and procedures for instructors, classified and management staff, students, and the community; greets and assists visitors and telephone callers; disburses paychecks. Coordinates department functions such as TB tests, adjunct applicant pool, new employee fingerprints, classified evaluations, emeritus program, and employee recognition; maintains department budget, personnel files, employee data, and job announcement display; assists all Human Resources staff with employment processes, timely correspondence and bulk mailings, creates and maintains forms; assists with data for collective bargaining and updates classified collective bargaining agreement.

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 absolutely required.

What would happen if this position weren't approved?

The level of service in Human Resources would diminish because this position provides support to all of the functions in Human Resources, in addition to performing the duties dedicated to the position. Other employees would have to absorb the duties of the position which would slow response time and leave duties and tasks undone. This position is the full-time receptionist for the department and is essential to providing responsive quality service to both employees and applicants.