



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Human Resources Specialist

Summary:

The incumbent of this position performs diverse, complex, and specialized tasks related to the provision of human resources services for the LCTCS Human Resources Department. The incumbent reports directly to the LCTCS Chief Human Resources and Development Officer. The HR Specialist also performs all functions listed below for employees of the LCTCS System Office and FastStart.

Duties and responsibilities may include but are not limited to the following:

- Perform duties related to the comprehensive human resources program for LCTCS.
- Recruitment and onboarding for LCTCS System Office and FastStart positions.
- Assist college HR Offices when needed with recruitment and onboarding systems.
- Process personnel actions using Banner HRIS system.
- Management of evaluations for LCTCS System Office and FastStart employees.
- Assist with payroll activities as needed.
- Collect and analyze employee and compensation data.
- Generate reports upon request.
- Assist with compliance training and reporting.
- Develop and provide training in assigned areas.
- Assist with the revision and development LCTCS policies, procedures and practices as necessary.
- Assist LCTCS HR staff and employees with system office policies, Civil Service rules, as well as Federal and State employment laws, policies and procedures.
- Assist with employee complaints, facilitating resolution of conflicts, under the guidance of the LCTCS Chief Human Resources and Development Officer.
- Ensure that employees understand their rights in grievances and appeals as well as have information about protections against discrimination and LCTCS policies.
- Assist with various projects as needed.
- Serve on committees and in meetings, as a team member, and as necessary in the absence of the Chief Human Resources and Development Officer.
- Serve as the business coordinator for the LCTCS HR Office, such as coordinating meetings, ordering supplies, taking care of travel arrangements, and other general office duties.
- Act as backup in various HR program areas.
- Perform other related duties as assigned.

Minimum Education and Experience Requirements:

- A baccalaureate degree
- Two years of professional level human resources experience

Substitutions for Experience Requirement:

- A master's degree in Human Resources or related field, or a Law Degree may substitute for one year of the experience requirement.

Preferred Certification: Active Certification by the Human Resources Certification Institute as a Professional in Human Resources (PHR) or Specialist in Human Resources (SPHR), or by the Society for Human Resources Management (SHRM) as a SHRM-CP or SHRM-SCP.

Note: Human resources experience is that experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: recruitment, onboarding, benefit administration, training, employee relations, disciplinary and grievance proceedings, classification and wage, policy administration, process management, OR experience gained in an office whose sole responsibility is the administration of one aspect of a comprehensive personnel program, such as recruitment, process management, benefit administration, employee relations or training.

PREFERRED ADDITIONAL REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Advanced working knowledge and proficiency with a variety of computer word processing, spreadsheet, and database software applications; preferably Microsoft Word, Excel, Access, PowerPoint.
- Knowledge of process management and HRIS programs such as Banner, SAP and PeopleSoft experience preferred.
- Ability to work in a fast-paced environment, manage competing demands and deal with frequent change, delays, and unexpected events.
- High level of interpersonal skills to handle sensitive and confidential situations. (Requires demonstrated poise, tact and diplomacy).
- Strong written and oral communication skills.
- Strong organizational skills.

Compensation:

Anticipated starting salary will be commensurate with education and work experience

Additional Requirements:

- Proof of Education
- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

- 1) A cover letter
- 2) A resume (to include date(s) of employment and date(s) educational degrees obtained).
- 3) The names and contact information of three work-related references.

Application materials should be sent to:

**Human Resources
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806**

or via email to employment@lctcs.edu

Applications will be accepted until position is filled.

LCTCS is committed to diversity and is an equal opportunity/equal access employer.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.