



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

SENIOR HUMAN RESOURCES SPECIALIST

Office: Human Resources
Status: Exempt – Confidential
Grade: 40C

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Staff
Supervises: Staff as assigned

DEFINITION

The Senior Human Resources Specialist Confidential (SHRSC) is responsible for overseeing and administering the State Bar's Human Resource processes and systems including benefit administration, employee and labor relations, HRIS programs and systems, usage and classification administration, payroll administration, regulatory compliance and related activities in accordance with generally accepted Human Resource standards. The SHRSC assists in the formulation, determination, and effectuation of management policies in the administration and effectuation of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.

MAJOR DUTIES & RESPONSIBILITIES

1. The SHRSC maintains effective working relationships with colleagues within the State Bar and professional relationship with external constituencies.
2. The SHRSC provides the analysis to support the State Bar's institutional Human Resource process including benefit administration, employee and labor relations, HRIS programs and systems, usage and classification administration, payroll administration, regulatory compliance and related activities in accordance with generally accepted Human Resource standards.
3. The SHRSC makes effective recommendations on the supervision, review, hire and termination of assigned staff consistent with overall all State Bar policy.
4. The SHRSC develops, implements and oversees Human Resource policies and procedures, strategic plans, reports, forecasts and projections and statements, and reports consistent with generally accepted Human Resource standards.
5. The SHRSC formulates short-term and long-term Human Resource goals, policies, controls and plans to improve the efficiency and efficacy of the State Bar's Human Resource process. This involves the analysis and development of Human Resource reports, policies, procedures and guidelines, to be utilized by every unit within the State Bar.

SENIOR HUMAN RESOURCES SPECIALIST

Page 2

6. The SHRSC may evaluate the use of electronic systems and researches and makes recommendations for more efficient and cost effective technology.
7. The SHRSC may assess workloads and assigns employees to ensure the timely and proper level of support for ongoing activities.
8. The SHRSC, in conjunction with Executive Staff member, recommends and assists with the selection, training, direction and evaluation of staff, establishing and monitoring standards of performance.
9. The SHRSC may act as the liaison and maintains effective working relationships with employees of other offices, the Board of Trustees, State Bar members, outside agencies and general public.
10. The SHRSC may serve on committees and organization wide task forces and represents the Office of Human Resources throughout the State Bar.
11. The SHRSC may supervise the office in the absence of the Executive Staff member.
12. The SHRSC coordinates and initiates as appropriate, inter-office projects, programs and activities.
13. The SHRSC responds to inquiries from Executive Staff, auditors, regulatory agencies and other constituencies regarding the State Bar's Human Resource processes.
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15. The SHRSC provides the Human Resource analysis to support the preparation and administration of labor and employee relations, the administration of the State Bar's resources within institutional parameters.
16. The SHRSC assists in the formulation, determination, and effectuation of management policies in the administration and effectuation of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters.
17. The SHRSC promotes the integrity, prudence, and efficacy of the State Bar's Human Resource process.
18. The SHRSC assumes other duties and responsibilities as assigned.

KNOWLEDGE & SKILLS

1. Advanced Principles of Human Resource policy and practice.
2. Advanced Principles of office management, budgeting, administration and supervision.
3. Advanced Principles of problem identification, analysis and resolution.
4. Principles of computerized data and word processing systems including Internet and website usage.
5. Principles of Human Resource Information System software tools and databases.
6. Principles of senior institutional management.
7. Principles of effective writing and verbal presentations, including public speaking.
8. Principles of effective supervision.
9. Accomplished keyboarding skills.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communications.
2. Communicate clearly and effectively in person, by telephone, by computer and in writing.
3. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
4. Travel by air and automobile.

SENIOR HUMAN RESOURCES SPECIALIST

Page 3

5. Make fine visual distinctions upon proofreading written documents and viewing information on a computer screen.
6. Review and analyze complex written and financial data.
7. Obtain and present material in oral and/or written form.
8. Perform under stress and adopt effective course(s) of action.
9. Effectively interact with others in an interactive environment.
10. Retrieve, lift and carry files and documents weighing up to ten (10) pounds with reasonable accommodations.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Business Administration or equivalent academic experience.
2. A demonstrated verifiable reputation for integrity.
3. Minimum five (5) years of experience in Human Resource Administration.
4. Minimum two (2) years supervisory experience, which may be included in #2 above.

Revised December 2012