



## Job Description

**JOB TITLE:** HUMAN RESOURCES TECHNICAN

**PAY GRADE:** CL 21

**LAST REVISED:** JULY 2017

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under direction from the Manager, Human Resources, performs a variety of technical and advanced administrative duties in support of assigned human resources functions including the recruitment and selection processes.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Serve as the initial contact for Human Resources office; answering and/or relaying walk-in requests, telephone calls, electronic and regular mail; provides information to employees and the public on Human Resources programs and services.
2. Assist with overflow workload, research and/or special projects from the HR Manager and HR Specialists.
3. Monitor and forward incoming mail (US Postal Office Mail, Interoffice Mail and electronic mail submitted to the HR mailbox) as well as posting employment related forms and informational updates on the District's Intranet and Employee Self-Service Portal.
4. Administer the Faculty Sick Leave Program.
5. Administer the Part-Time Faculty Contract/Assignment Process to ensure proper documentation is in the personnel file so as to verify employment for purposes of seniority and leave accruals as well as retirement service credit.
6. Assist with creating, maintaining and distributing the District's Collective Bargaining Agreements, Salary Schedules, Employment Eligibility Forms, Retirement Forms, Faculty & Educational Administrator Contracts, and all other employment-related forms, policies, processes, and/or procedures.
7. Input employment information into District integrated database, including compensation and benefits for all District employees (full-time permanent, part-time faculty, student and temporary)
8. Coordinate and oversee all office systems within the HR Office, this includes office equipment, supplies, compliance posters, incoming/outgoing mail and faxes, etc.
9. Prepare employment-related reports, correspondence, notices, memoranda, charts, forms, agendas, and other documents – this includes Recruiting, Compensation, benefits, labor, Workers Comp, Leaves of Absence, Faculty Administration, etc.
10. Provide information and assist staff inquiring about the District's HR processes, including recruitment & selection procedures, open positions, compensation schedules, etc.
11. Assist with position vacancy announcements – interoffice as well as to newspapers, periodicals,

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external agencies, web sites, and other areas of access. This may require working with publishing agencies, newspapers, and employment agencies to post and monitor activity relating to job announcements.

12. May accept and/or help process applications for full-time, part-time and temporary positions as well as assist with the maintenance of applicant files as well as applicant mailing lists and general maintenance of recruitment files.
13. Assist with New Employee Orientation Sessions as well as help ensure all proper documentation is received for new regular faculty, management, classified and temporary employees. May also provide basic information regarding health and welfare benefit programs, HR/Payroll procedures, and/or collective bargaining agreement language to new employees.
14. Assist with computing salary adjustments for employees based on range, step, longevity or other changes such as reclassifications and out-of-class assignments.
15. Assist with analyzing professional development credits for faculty movement on the salary schedule; this includes researching personnel files and verifying employment and notifying faculty members of placement.
16. Assist with administering the District's health and welfare benefit programs including medical, dental, vision and life insurances, long-term disability (LTD) insurance, State Teacher's Retirement System (STRS) and Public Employees' Retirement System (PERS) pension programs.
17. Assist with coordinating, processing and/or maintaining workers' compensation claims; this may include establishing lists of occupational health care providers and hospitals; informing employees of the status of open claims and communicating with the District's Workers' Compensation carrier.
18. Assist with creating and maintaining personnel files.
19. Train and provide work direction to assigned student workers and temporary help as assigned.
20. Perform related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Generally accepted human resource management practices.

Methods and procedures of recruitment and employment.

Principles and practices of classification, compensation, payroll procedures, and employee benefit plans.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Methods and techniques of providing training.

Mathematical principles and practices.

English usage, spelling, grammar and punctuation.

Principles and procedures of record keeping and filing.

Principles of business letter writing and basic report preparation.

Methods and techniques of public relations.

Pertinent federal, state, and local laws, codes, and regulations.

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### **Ability to:**

Provide a variety of technical and advanced administrative support to human resources functions.  
Apply the policies, procedures, techniques, and rules governing human resources management at the College.  
Learn and apply the provisions of the District's collective bargaining agreements dealing with recruitment, selection, transfer, and assignment of salaries.  
Properly handle difficult, sensitive, and confidential situations and materials.  
Deliver subject-specific training using established materials and formats.  
Respond to requests from the general public and employees regarding District employment practices and procedures.  
Plan, organize and prioritize work in order to meet schedules and timelines.  
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.  
Maintain current, accurate and confidential records and files.  
Prepare a variety of comprehensive and statistical reports.  
Independently prepare routine correspondence and memoranda.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to completion of the twelfth grade supplemented by college level course work in business administration, human resources or a related field.

### **Experience:**

Two years of increasingly responsible technical experience in human resources.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.