



## HUMAN RESOURCES TECHNICIAN

<b>Reports to:</b>	Manager, Human Resources Operations	<b>Position:</b>	
<b>Dept:</b>	Human Resources	<b>Range:</b>	
<b>FLSA:</b>	Nonexempt	<b>EEO:</b>	Paraprofessional/Technical

*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 by individual positions.*

### **BASIC FUNCTION:**

Under general supervision, perform responsible and moderately complex technical and administrative duties in support of the district's Human Resources department and programs; coordinate the recruitment and hiring process; process personnel requisitions; maintain HRIS database; provide administrative support for full time faculty evaluation processes; support faculty equivalency process; serve as functional lead for applicant tracking system; and perform data entry and track a variety of processes.

### **DISTINGUISHING CHARACTERISTICS:**

A Human Resources Technician is distinguished from a Human Resources Analyst in that an incumbent in the latter class performs professional assignments requiring the use of management and human resource theory and principles gained through professional education and experience.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Coordinate the hiring process of district faculty, staff and administrators; monitor for compliance with district and state education code hiring requirements; coordinate with Deans, hiring chairs and committees regarding all phases of the recruitment process; review job descriptions and write, edit and post job announcements; work with advertising agency to advertise positions; disseminate job vacancy information to various external organizations; work with Risk Management and Human Resources Analyst or Director to approve position requirements, hiring process and applicant screening; advise screening/interview committee on responsibilities and timelines; perform initial screening of applicants; coordinate equivalency determination process; develop recruitment timeline and interview schedules; oversee applicant testing and interview activities; calculate and obtain approval for diversity of applicant pools; ensure completion and distribution of committee interview materials and schedules; coordinate finalist interviews and initiate reference checks.

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2. Act as primary contact for job applicants with the interview and onboarding process; answer questions and assist with escalated application and minimum qualification questions; schedule interviews, testing and collect writing samples; schedule instructional demonstrations. Coordinate pre-employment required paperwork and processes including scheduling pre-placement physicals, monitoring and reconciling fingerprint and Department of Justice clearance. Calculate and recommend initial salary placements including validating education and/or experience; prepare employment contracts; process travel reimbursements for interview candidates; complete verification of employment forms.
  3. Process personnel requisitions and hiring paperwork for new and returning employees, including student workers; prepare personnel report for Board agendas; assemble, distribute and explain hiring information packets including benefit and retirement data; track TB certification compliance and send reminders to employees and supervisors, as needed; verify accuracy of information with third parties and input or update data in the system; create and maintain personnel files and records.
  4. Maintain HRIS database; responsible for timely and accurate HRIS data entry including new hire, termination, transfers and other personnel actions; generate reports as needed to audit HRIS entry; each payroll cycle coordinate with payroll to identify and resolve discrepancies.
  5. Coordinate evaluation process for tenure candidates and tenured faculty; create and maintain sensitive and confidential tracking and evaluation files; coordinate timelines and distribution/collection of student surveys; scan completed surveys and generate results reports; coordinate collection of signatures on various evaluation forms & reports.
  6. Act as liaison to the faculty committee on equivalency; advise equivalency candidates on preparation of requests, including identification of appropriate guidelines under which to apply and verification of completeness of supporting documentation; maintain record of approved degree titles for minimum qualifications screening; work with Equivalency Committee chair and consult with state chancellor's office and/or state academic senate regarding degree title questions.
  7. Serve as functional lead for applicant tracking system; make recommendations regarding system modifications to improve functionality and/or user interface; make changes to system directly and/or through vendor.
  8. Coordinate evaluation process for administrators; notify employee and supervisor when evaluation is to occur; distribute surveys and forms; monitor process for completion.
  9. Create, develop, maintain and update specialized and custom forms, databases, logs, files, records and reports; design, develop and maintain spreadsheets and databases requiring data interpretation and manipulation.

**OTHER DUTIES:**

1. Train and provide work direction and guidance to student workers, volunteers and other staff as assigned.

2. Provide backup to other department staff as needed.
3. Assist with updating the Human Resources website.
4. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

1. Human resource policies, procedures and practices related to the administration of selection, hiring and benefit programs and related functions.
2. Policies, procedures and processes necessary to screen applicants for minimum qualification.
3. Guidelines and application of equivalency process.
4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
5. Modern office practices, procedures and equipment including computers and applicable software programs.
6. The district's personnel recordkeeping systems, practices and procedures for processing employee and applicant information.
7. Operations, services and activities of a community college district.
8. Provisions of labor contract and working condition manuals.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
11. Safety policies and safe work practices applicable to the work.

## ABILITY TO:

1. Coordinate the recruitment and selection process through a variety of screening/interview committees.
  2. Explain and process hiring paperwork for new and returning employees.
  3. Represent the district and department effectively with other departments, applicants and screening/interview committees.
  4. Understand, interpret and explain the application of policies, procedures and plan provisions pertaining to assigned areas of responsibility.
  5. Monitor, calculate and report salary placement and advancement factors.
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6. Prepare and maintain accurate and complete files and records.
  7. Perform specialized data entry rapidly and with a high degree of accuracy.
  8. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
  9. Establish priorities and work effectively and independently with many demands on time.
  10. Analyze situations accurately and adopt effective courses of action.
  11. Maintain confidentiality of district and personnel files and records.
  12. Track statistical information utilizing complex spreadsheets and databases.
  13. Communicate effectively, both orally and in writing.
  14. Understand and follow written and oral instructions.
  15. Operate a computer and standard business software.
  16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
  17. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an associate degree program and two years of related work experience in human resources; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to Administrative Support Assistant I and II and temporary staff.

**CONTACTS:**

District administrators, faculty, staff, students, applicants and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds. Ability to work at a computer, including

repetitive use of a computer keyboard, mouse or other control devices. Ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, week-end and/or holiday hours required on an as-needed basis.