

Human Resources Technician (Temporary/Hourly)

Posting Details

Before applying, be sure to read the "Application Procedure" section below.
Posting Summary

Job Title	Human Resources Technician (Temporary/Hourly)
Type of Assignment	Classified/Staff
Assignment Category	Temporary Assignment
Position Details	The Human Resources department is building a pool of applicants to support the department in the coming year. These short-term assignments will be for approximately 6-12 months, with continued employment contingent on department needs. The individuals selected will be subject to assignment to any district facility during any hours of operation, including occasional evenings as needed. IMPORTANT: MiraCosta College requires that all employees be fully vaccinated against COVID-19 in order to promote a safe and healthful workplace for employees and to promote the health and safety of our campus community. Unvaccinated employees are at greater risk of contracting and spreading COVID-19 within the workplace and to the college community that depends on college programs and services. As of August 23, 2021, all employees must submit proof of vaccination or request and receive approval for a medical or religious exemption prior to their start date. For more information, please visit https://www.miracosta.edu/covid/covid-vaccination-requirements.html.
Salary Range	21
Compensation	Starting at \$31.64 per hour (range 21, step 1) based on the 2022-23 Classified Salary Schedule. Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.
Benefits	Short-term, temporary employees may be eligible for Healthy Families Sick Leave, and enrollment in a retirement system.
Position Term in Months	6-12
Application Procedure	In order to be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number. Applications submitted by 11:59 PM on Monday, August 1, 2022 will receive first consideration. Applications will continue to be accepted until the assignment is filled. 1. Application on which you list all relevant experience. 2. A current resume or curriculum vitae summarizing your educational background and experience. 3. Transcripts of college coursework which provide evidence of meeting the minimum qualifications as stated in this job posting. Unofficial or legible photocopies are acceptable. If a degree(s) was earned, the transcripts must state that the degree was awarded. Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=6. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree. The department will review application materials for up to three to four weeks following the closing/first screening date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled. Offer of employment to the person selected for this position is contingent upon 1) proof of being fully vaccinated* for COVID-19 or requesting and receiving approval for a medical or religious exemption; 2) successful completion of a pre-placement physical exam at district expense; 3) submission of a current tuberculosis test clearance; 4) proof of eligibility to work in the United States; 5) fingerprint clearance; and 6) approval by the Board of Trustees. *Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]). Retired STRS members are not eligible for this position.
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; independently coordinate the recruitment, selection and hiring processes of standard difficulty for classified staff and classified administrator positions; may assist Senior Human Resources Technician with full-time faculty and educational administrator recruitments and hiring processes; perform onboarding processes for classified staff, temporary employees, and student workers.
Distinguishing Characteristics	Human Resources Technician is distinguished from Senior Human Resources Technician in that an incumbent in the latter class independently performs the more complex recruitment, selection and hiring processes for classified, faculty and administrator positions which require a more thorough understanding of district policies and procedures and human resources recruitment and selection practices applicable to a wide range of classified, faculty and administrator positions. Additionally, the Senior Human Resources Technician serves as a functional lead for the applicant tracking system and develops and provides training.
Essential Duties & Responsibilities	<i>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.</i> 1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment. 2. Coordinate all phases of recruitment and hiring processes of standard difficulty for classified staff and classified administrators; may provide support to Senior Human Resource Technicians responsible for the more complex recruitments; ensure compliance with district, state and federal law and state education code requirements; coordinate with administrators, hiring chairs and committees on recruitment processes; provide guidance on recruitment, advertising and outreach methods and sources to ensure appropriate pools of well qualified and diverse candidates; review job descriptions and write, edit and post job announcements, subject to review of essential job functions by the Human Resources Analyst or Human Resources Supervisor; work with advertising agency to advertise positions; disseminate job vacancy information to various external organizations. 3. Coordinate, support and oversee the work of screening and hiring committees subject to guidance from Senior Human Resource Technicians on difficult and complex issues; review and ensure committee diversity; advise screening/interview committees on responsibilities and timelines.

	4. Screen applications for conformance with district minimum qualifications; monitor applicant pools to ensure sufficient well qualified applicants and needed diversity; develop recruitment timeline and interview schedules; recommend, oversee and/or develop appropriate screening, interview, and testing materials; calculate and approve diversity of applicant pools; coordinate finalist interviews and initiate reference checks. 5. Coordinate the hiring of temporary employees, associate faculty, and student workers; screen applicants for minimum qualifications. 6. Act as primary contact for job applicants with the hiring and onboarding process; answer questions and assist with escalated application and minimum qualification questions. 7. Prepare official offers of employment for new hires; determine salary placements in accordance with district salary placement policies and guidelines and the correct retirement plan elections; prepare and issue offer letters; explain and coordinate onboarding processes and required background checks and other clearances to new hires and ensure their timely completion. 8. Coordinate the online personnel requisition process in Workday and SharePoint; complete employment transactions of standard difficulty in Workday for classified, classified administrators, associate faculty, temporary classified and student worker hires; process a variety of other employment transactions; review, audit and approve staffing transactions; return transactions to requestors for correction of any errors; review and approve stipends up to a limited amount in accordance with district policies and guidelines.
Other Duties	1. Participate in preparing personnel report for Board agendas and required new hire reports for the state Employment Development Department. 2. Process standard verification of employment forms for current and former employees, including researching employee records. 3. 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. 4. Provide guidance to other staff as assigned. 5. Provide backup to other department staff as needed. 6. Perform related duties as assigned.
Knowledge of	1. Human resource concepts, policies, procedures and practices applicable to the administration of recruitment, selection, hiring and benefit programs and how they relate to diversity, equity and inclusion initiatives, at a level required for assigned responsibilities. 2. Federal, state and local laws and regulations, State Education Code and State Chancellor's Office provisions and labor agreement provisions governing administration of the district's human resources program for classified staff and classified administrators, at a level required for assigned responsibilities. 3. Policies, procedures and processes used in the recruitment, screening for minimum qualifications and testing of applicants for job related qualifications. 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. Operations of the district's human resources management systems and practices and procedures for processing employee and applicant information as applicable to assigned areas of responsibility. 7. Operations, services and activities of a community college district. 8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation. 9. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility. 10. Safety policies and safe work practices applicable to the work.
Ability to	1. Coordinate recruitment and selection processes of standard difficulty for classified staff and classified administrators in conformance with district policies and all applicable legal and regulatory requirements. 2. Organize, set priorities and exercise sound independent judgment with a high degree of attention to detail in a fast-paced environment with competing priorities. 3. Learn, understand, interpret, explain, apply, analyze and reach sound decisions in accordance with legal and contract requirements, district and department policies, procedures and plan provisions pertaining to assigned areas of responsibility. 4. Learn, understand, explain and process onboarding for new and returning classified staff, classified administrators, associate faculty, temporary/hourly classified employees, and student workers. 5. Represent the district and department effectively with other departments, applicants and screening/interview committees. 6. Prepare and maintain accurate and complete files and records. 7. Compose clear, concise and comprehensive analyses, correspondence, reports, and other written materials from brief instructions. 8. Maintain confidentiality of district and personnel files and records. 9. Track statistical information utilizing complex spreadsheets and databases. 10. Communicate effectively, both orally and in writing. 11. Understand and follow written and oral instructions. 12. Operate a computer and standard business software. 13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues. 14. Establish and maintain effective working relationships with all those encountered in the course of work.
Education & Experience	To be eligible for this assignment, you must meet and provide evidence of the following minimum qualifications: Graduation from an associate degree program and two (2) years of related work experience in human resources; or an equivalent combination of training and experience. <i>NOTE: For work experience, one "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.</i>

Desirable Qualifications	
Licenses & Other Requirements	A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.
Physical Effort	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, weekend and/or holiday hours required on an as-needed basis.

Posting Detail Information

Posting Number	S_22/23_005_P
Human Resources Contact Information	jobs@miracosta.edu or 760.795.6854
Job Close Date	
Open Until Filled	Yes
First Screening Date	Applications received by the first screening date, Monday, August 1, 2022 will be given first consideration. Applications will continue to be accepted until the assignment in filled.
Direct Link to Posting	https://jobs.miracosta.edu/postings/3203

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Are you legally authorized to work in the United States?
 - No
 - Yes
- * MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students and employees from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Describe your qualifications and experiences that have prepared you to effectively interact with people who may have a different background than yours (e.g., racial, ethnic, cultural, religious, gender, sexual orientation, socioeconomic, disability, etc.).
(Open Ended Question)

Documents Needed to Apply

Required Documents

- Resume/Curriculum Vitae

Optional Documents

- Transcript 1
- Transcript 2
- Formal Agency Evaluation - Non-U.S. Transcripts