

## HUMAN RESOURCES TECHNICIAN

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### **DEFINITION:**

Under general supervision, to provide specialized confidential administrative support to the Human resources department; to collect and prepare materials used in employer-employee relations, collective bargaining negotiations, and grievance proceedings; to compose advertising copy for job announcements and place advertisements; to process new employees including paperwork, orientation and benefits enrollment; to coordinate recruitment efforts; to provide customer service; and to perform related duties as assigned.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Completes essential human resource projects such as conducting salary surveys, assembling materials in response to legal process, and implementing programs and administrative decisions;
- Gathers and documents information for employee grievances, salary decisions, budgets and contractual negotiations; assembles detailed materials under considerable time constraints using specialized software applications;
- Coordinates the selection of faculty, administrative, supervisory and classified employees; requests and assembles screening and interviewing committees, and assists with their orientation and training; prepares recruitment files; and schedules meetings and interviews;
- Informs candidates of each step of the hiring process and outcome; composes written correspondence including offers and regrets; and prepares candidates for interviews;
- Posts new and open positions internally following district policies and contractual agreement; initiates advertising and assists in selecting media; prepares advertisements; and posts openings on College web site.
- Process newly hired employees including conducting orientation; completing and distributing paperwork; entering data into information systems; and explaining and scheduling procedures required for compliance with Health and Safety codes such as fingerprinting and tuberculosis test;
- Coordinates benefits program including enrollment and communication; updating employee data; coordinating communications among carriers, broker, employees and retirees; and participating with supervisor in resolving complaints;
- Coordinates the annual performance review forms and processes;
- Coordinates and administers employee testing and interviewing for Spanish speaking stipend;
- Maintains and stores employee files and protects the confidentiality of privileged and sensitive information;
- Prepares purchase orders for department expenditures; maintains an inventory of supplies and forms; and monitors expenses against budget;
- Provides customer service to District personnel, staff and the public; informs and assists regarding matters such as job availability, salary, qualifications, policies and procedures.
- Serves as Human Resources Department receptionist; greets and directs visitors; initiates, answers and directs telephone calls; takes messages; routes mail; and schedules meetings and appointments;
- Develops and maintains a variety of forms, records, logs, schedules, lists and data bases.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Basic human resource administration, practices and terminology.

Office procedures, organization and records maintenance.

Personal computer operations including word processing, spreadsheets and data bases.

English grammar, spelling, punctuation and composition.

Basic arithmetic.

Proper handling and protection of employer-employee relations, collective bargaining, and other highly sensitive information.

Skill in:

Composing correspondence, memos and reports.

Using basic computer software applications including spreadsheet and word processing.

Interpreting and following policies, procedures and regulations.

Communicating and explaining human resources programs.

Establishing and maintaining effective working relationships with employees and external customers at all levels.

Maintaining accurate, detailed records and files.

Setting priorities and meeting deadlines with frequent interruptions.

Organizing and coordinating interviews and committee meetings.

Maintaining the confidentiality of employer-employee relations, collective bargaining, and other sensitive information.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Specified positions within this class may require certification of bilingual skills.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school and two years of administrative experience, preferably in the area of human resources administration.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision sufficient to read computer screens and handwritten and printed documents; manual dexterity to operate keyboards and manipulate papers; speech and hearing to obtain and relay information; and bending and reaching to obtain or replace files and records. This work is performed indoors in a typical office environment.