

Position: Human Resources Technician (Conf)	Position Number:
Department: Human Resources	FSLA: Non-exempt
Reports to: Director & Chief Human Resources Officer	Salary Grade: 119

Summary

Performs a variety of technical and advanced clerical work in the human resources areas of recruitment and selection support, analysis of credentials, HRIS administration, job classification and description, and employee relations.

Essential Duties and Responsibilities

- Provides a variety of human resources-related information to staff and outsiders on personnel policies, rules and regulations. Assists employees with benefits (e.g., insurance questions or problems).
- Receives and responds to oral and written requests for information of a specialized or confidential nature, utilizing discretion and judgment in explaining regulations and procedures. Attends and records confidential proceedings connected with collective bargaining and employee relations matters.
- Assigns, composes and prepares credentialled and/or classified personnel recommendation reports for administration and governing boards. Initiates follow-up work after official action.
- Assigns and composes letters regarding employment or other personnel matters; processes wage verifications by phone or mail.
- Answers inquiries regarding position openings and hiring procedures.
- Administers benefit programs by enrolling new employees, processing status changes, processing forms and documentation and providing information and assistance to employees.
- Provides new-employee orientation on personnel policies and procedures. Schedules representatives from other departments to give orientation demonstrations.
- Issues notices of employment; conducts orientation and processing of new employees regarding fringe benefit program.
- Assists with the recruitment, hiring and processing of assigned groups of employees and substitutes. Coordinates logistics and other hiring activities to support the Director.
- Prepares recommendations for employment. Determines salary and insurance eligibility.
- Maintains and updates all classified and/or credentialled personnel files; maintains seniority lists.

- Compiles reports for federal, local and private agencies. Compiles statistics and trends. May calculate employee costs for specially funded programs.
- Notifies administrative staff of due dates for performance evaluations; monitors receipt and follows up on late evaluations.
- Fingerprints new employees for record checks as directed; processes necessary paperwork.
- Assures that required credentials, licenses, and tests are obtained and maintained by employees in a timely manner.
- Trains, orients, performs as, and assists others in the department as necessary to accomplish the objectives of the team.
- Maintains up-to-date information for staff using the College's Human Resources Information System.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires specialized technical knowledge of generally accepted personnel management practices, fair employment practices and laws. Requires a working knowledge of common employee benefit plan provisions. Requires sufficient human relations skill to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings. Requires in depth knowledge of personnel policies, rules and regulations. Requires demonstrated skills at accessing relational data bases, verifying numerical and demographic information, and entering information onto established data entry screens.

- **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to interpret the policies, procedures, techniques, and rules governing human resources management at the District. Requires the ability to achieve harmony and cooperation in communications with others; to prepare professional correspondence for routine communications with insiders and outsiders.

- **Physical Abilities**

Position involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials (under 20 pounds). Requires visual acuity and depth perception to recognize words and numbers; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

- **Education and Experience**

Requires completion of a two-year degree in human resource management, business, or related field and a minimum of two years of experience in a human resources or employment office, preferably in an educational setting. Other combinations of education and experience may substitute.

- **Licenses and Certificates**

--