



# **Employment Opportunity**

## **HARTNELL COMMUNITY COLLEGE DISTRICT**

Human Resources and Equal Employment Opportunity

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**POSITION:** Counseling Data Technician  
**FILING DEADLINE:** November 17, 2008  
**MONTHLY SALARY:** Starting: \$14.65 hour  
Range: \$14.65 to \$17.83 (5 Steps)

Under supervision of the Director of Counseling, Matriculation, Transfer & Re-Entry Services or designee, performs a wide variety of technical and clerical duties to support Student Appointment Records System (SARS) data integrity and reporting and other department projects.

### **REPRESENTATIVE DUTIES**

- Maintain databases using database software; access data from the college's data system using queries and other techniques; operate computer equipment to enter and retrieve data, maintain records and generate reports.
- Edit current information, manipulate existing data, and proofread new entries to database for accuracy.
- Receive and register forms, records and other documents for data capture, verify accuracy and completeness of data.
- Prepare statistical department reports; develop reports using word processing, database, spreadsheet and other computer applications.
- Transfer data among different kinds of software.
- Identify, label and store diskettes and electronic media, maintain libraries of electronic media.
- Assist appointments staff with telephone reception, schedule appointments and meetings; maintain various schedules.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Type and perform other clerical duties for supervisor, and other staff members as directed.
- Maintain a variety of logs, records and files related to the counseling office; sort, classify and file materials in alpha, numeric or other established sequence.
- Perform related duties as assigned.

### **QUALIFICATIONS**

- Knowledge of: Database programs and data systems, spreadsheet programs, word processing programs; data entry and retrieval methods; elementary data analysis procedures; internal and external operations, functions and resources related to the assigned department; report writing; project scheduling and coordination.
- Ability to: Operate a computer terminal to enter data, maintain records and generate reports; keyboard with accuracy at an acceptable rate of speed; plan, schedule, and perform a wide variety of technical and clerical duties; exercise judgment in verifying accuracy and completeness of data and reports; meet schedules and time lines; work on multiple projects concurrently; conduct accurate arithmetic calculations and statistical analyses.
- Any combination equivalent to: graduation from high school **and** two years of clerical experience.
- The ability to type at least 45 words net per minute.

### **CONDITIONS OF EMPLOYMENT**

Regular, part-time (30 hours per week), 12 months per year position. Hours: Monday – Friday 8:00am to 3:00pm. Starting: \$14.65 to \$17.83 per hour (5 Steps); Vacation and sick leave are accrued on a pro-rated basis. Must become a member of the California School Employees Association (CSEA) and the Public Employees' Retirement System (PERS). The District pays the classified employee's contribution to PERS.

### **APPLICATION PROCEDURE**

The following items must be received by the final filing date in order to be considered in the initial screening:

- 1) A completed Hartnell College Classified Application.
- 2) A resume **and** cover letter.
- 3) A typing certificate, valid within the last 12 months must be attached to application materials. (copy acceptable)

Submit application materials together to the address or fax number above. Incomplete applications cannot be considered. Postmarks will not be accepted.

CC81:job flyer dates 10/27/08-11/17/08

*It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the HR office if you need any special accommodations to complete the application process.*

# HARTNELL COLLEGE

## HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

### GENERAL APPLICANT INFORMATION

To receive consideration for this position, all application materials must be received in the Human Resources Office by 4:30 p.m. on the filing deadline. The Human Resources Office is not responsible for postal delays that may occur after requested application materials are mailed to applicants.

Resumes will not be accepted in lieu of the required application materials. All documents included in your application file become property of the District and will not be returned. Your file for this opening may be considered for future openings.

Subsequent to the closing date, applications are forwarded to a screening committee for selection of candidates to be interviewed. Meeting minimum qualifications for a position does not assure any candidate an interview. Candidates selected for interviews will be required to appear for an oral interview before a selection committee. If necessary, finalists will be required to return for a second interview with a final selection panel, including the appropriate administrator.

The District reserves the right to reopen the position or to delay, indefinitely, filling a position if it is deemed that applicants for the position do not constitute an adequate pool.

### CONDITIONS OF EMPLOYMENT

Conditions of employment include, but are not limited to the following:

- Proof of U.S. citizenship, alien registration, or authorization to work in the U.S. Successful applicants will be required complete an Employment Eligibility Verification Form (I-9) within three days of employment.
- All offers of employment are contingent upon approval by the Board of Trustees.
- Individuals selected are required to be fingerprinted.
- Individuals selected are required to submit to a T.B. examination.
- A classified employee, other than management, supervisory, or confidential, is required to become a member of a collective bargaining unit with member contribution payable to the respective unit.

### EMPLOYEE BENEFITS

- ◆ **Salary:** Appointees normally start at the first step of the range on their salary schedule.
- ◆ **Vacation:** At least 12 paid vacation days are provided for regular, full-time classified employees according to the appropriate working conditions or union agreement. Vacation accrual is pro-rated for part-time classified employees.
- ◆ **Holidays:** There are 13 paid holidays each year, two of which are campus-wide floating holidays.
- ◆ **Insurance:** No health and welfare benefits are provided for part-time employees; however, employees working 20-30 hours per week may elect to purchase benefits.
- ◆ **Sick Leave:** Regular, full-time employees earn one day of sick leave for each month worked. Regular, part-time employees earn sick leave on a pro-rated basis.
- ◆ **Retirement:** Public Employees' Retirement System (PERS).
- ◆ **Pay Period:** Employees are paid monthly, on the last working day of the month.

