



Position: Human Resources Technician	Position Number:
Department/Site: Human Resources	FLSA: Non-Exempt – (Classified Confidential)
Reports to: Chief Human Resources Officer or Human Resources Administrator	Salary Range: 12

BASIC FUNCTION:

Under general supervision, provide specialized Human Resources technical and administrative support to all human resource programs and initiatives, including but not limited to employee benefits administration, collective bargaining and employee relations, compensation, leaves, recruitment and selection, training, various compliance monitoring; update and maintain personnel records system and files; provide information to applicants, College staff, and the public; perform office support work related to the College human resources office.

REPRESENTATIVE DUTIES:

Assist in the recruitment and selection process; recommend process changes; revise and update hiring materials, including online information; assist College departments with related information and assure compliance with College requirements. *E*

Provide a variety of administrative support to the Human Resources department; compile and review data for various reports; create and revise forms; distribute employment information and review forms for completion; submit completed forms and related documentation to appropriate departments for processing. *E*

Provide support in the College's collective bargaining process; provides technical input on contract language, conducts surveys for use in negotiations.

Maintain automated record-keeping system; input information from forms into the system; maintain database information for terminated employees; maintain District database for part-time instructors. *E*

Audit part-time instructors schedule, including number of days, courses taught and hours; research and audit related information to assure accuracy. *E*

Respond to routine inquiries from other colleges regarding classification and salary information, negotiation status and employee information according to established procedures. *E*

Perform office support work related to the College human resources office; provide information regarding open positions, procedures and other related concerns. *E*

Compose, type and distribute a variety of memos and forms. *E*

Order and maintain office supplies; determine need for supplies and prepare related orders; maintain related budget information. *E*

Serve as office receptionist; screen callers, take messages and forward calls to appropriate personnel; greet public as necessary; receive, process and distribute mail; provide routine information related to personnel and the application process, job openings and other information.
E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources practices and procedures and related record-keeping.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Human resources laws and regulations applicable to assigned activities.
Operation of a computer and data entry techniques.
Office and human resource software applications.

ABILITY TO:

Perform a variety of responsible clerical duties in support of the College human resources office.
Prepare and maintain a wide variety of personnel-related records and files.
Communicate effectively both orally and in writing.
Prepare and maintain records.
Compose correspondence independently from written or oral instructions.
Answer telephones and greet the public courteously.
Arrange and prepare materials for meetings.
Establish and maintain complex filing systems.
Complete work with many interruptions.
Operate a computer and other office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible technical or administrative experience in human resources.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.