

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES TECHNICIAN - CLASSIFIED**

#### **BASIC FUNCTION:**

Under the direction of the Director of Human Resources, perform complex clerical and technical duties involved in the recruitment, selection and retention of classified personnel; provide information and assistance to District staff and the general public.

#### **REPRESENTATIVE DUTIES:**

Respond to questions raised by District employees regarding technical, procedural or policy matters; respond to questions raised by the public either by telephone, in writing or in person. *E*

Prepare various materials and reports for the Governing Board; prepare and type reports and agenda items related to Human Resources. *E*

Process applications for classified employment; organize, schedule and coordinate recruitment interviews and programs for classified personnel; serve on interview panels as requested. *E*

Provide orientation for new classified employees; assure the completion of appropriate forms for new and terminated employees; provide information and assistance regarding the completion of employment forms. *E*

Maintain accurate records of applications received for classified positions or substitute positions; prepare appropriate employment forms and submit to payroll for input. *E*

Prepare and distribute job announcements and lists; post notices at central locations. *E*

Maintain a variety of personnel records documentation and files in compliance with the Education Code, immigration laws, and other applicable statutes and District policies. *E*

Gather and distribute performance evaluations for first-year District classified employees; coordinate annual classified evaluations and rehire lists; process classified and administrator vacation applications; maintain work year calendars for designated employees. *E*

Compile and prepare statistical reports according to formats and policy directives established by the Director of Human Resources. *E*

Perform a variety of special projects and prepare reports, as directed, such as arranging substitutes, processing applications for classified positions, and responding to job classification and salary surveys. *E*

Type various forms, reports and other items; provide clerical assistance to others to assure completion of work in a timely manner. *E*

Respond to requests for verification of employment. *E*

Prepare and process classified unemployment insurance claims and forward to administrative agency. *E*

Oversee the Human Resources Office in the absence of the Director; serve on committees and attend meetings as needed to represent the Director. *E*

Audit and process Education Incentive programs and reimbursement claims. *E*

Prepare materials for reclassification committee and process recommendations for Board approval. *E*

Select and assign substitutes and short term hourly staff.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Policies and procedures related to classified employment.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communications skills.

**ABILITY TO:**

- Perform complex and technical duties in support of the recruitment, selection and retention of classified personnel.
- Interpret and apply personnel-related laws, rules, contracts and policies.
- Provide specialized information to others concerning classified employment policies and practices.
- Establish and maintain effective working relationships with others.

Make arithmetic calculations quickly and accurately.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Type at an acceptable rate of speed.  
Meet schedules and time lines.  
Plan and organize work.  
Work confidentially with discretion.  
Provide work direction to others.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Operate standard business office machines, such as typewriter, calculator, word processor and computer terminal.  
Accomplish many tasks simultaneously.  
Complete work with constant interruptions and demands requiring immediate attention.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level training in personnel management, business administration or related field and two years of increasingly responsible personnel experience in an educational setting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of standard office equipment.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Seeing to prepare and maintain reports and files.