Human Resources Technician II

BASIC FUNCTION:

Under the direction of the appropriate college administrator, perform a variety of technical duties in support of administration, faculty and staff; serve as a resource regarding human resources policies, benefits and various District programs. Maintain the database for assigned employee groups into the human resources (HRS) information system; prepare and maintain a variety of related human resources records and reports.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician II independently performs more complex duties; serves as resource person on personnel procedures and requirements relating primarily to faculty. The Human Resources Technician I performs a variety of activities in support of the Human Resources department; assures current and accurate employee files and records, input data for assigned employee groups into the human resources (HRS) computer system.

REPRESENTATIVE DUTIES:

1. Perform a variety of technical and clerical duties in support of administration, faculty and staff; serve as a resource regarding human resources policies, benefits and various District programs; assure compliance with legal, State and contractual requirements.

2. Prepare new hire and orientation packets for individual and group orientations; serve as a resource to new administration, faculty and staff in the hiring process; provide necessary forms and assure proper completion; follow-up as needed.

3. Communicate with administration, faculty and staff regarding sick leave, retirement, vacation, early notice and other inquiries.

4. Evaluate professional growth submitted by faculty as assigned; notify faculty of professional growth and other related activities; prepare professional growth materials for committee evaluations; record professional growth in human resources files as assigned.

5. Process and audit payroll changes as assigned including contract extension, special assignments, reductions, account code changes, extended sick leave and leaves of absence; coordinate and verify information with payroll and process corresponding paperwork.

6. Establish and maintain a variety of assigned personnel files and records with discretion according to established procedures, policies, rules and regulations; prepare notices of employment and change of status for payroll action; maintain the database for assigned employee groups into the HRS.

7. Analyze data for appropriate salary placement.

8. Distribute and monitor the completion of human resources evaluation forms; record evaluations on the HRS as assigned; notify administrators of upcoming evaluations.

9. Operate a variety of office equipment including a computer, telephone, typewriter, fax machine, copier and other equipment.
10. Monitor the completion of evaluation forms and record evaluations.

11. Provide information regarding District fringe benefits and insurance programs; process and provide information for completion of benefit forms; interpret benefit documents as needed.

12. Process employment verifications for administration, faculty and staff on the telephone and in writing.

13. Attend a variety of meetings, workshops and orientations as assigned.

14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Practices and procedures related to assigned human resources functions.

2. Operations, policies and objectives relating to human resources activities.

3. Applicable sections of State codes and other laws regarding assigned human resources activities.

4. District organization, operations, policies and objectives.

5. Operation of a computer and assigned software.

6. Oral and written communication skills.

7. Record-keeping techniques.

8. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Perform a variety of technical and clerical duties in support of administration, faculty and staff.

3. Serve as a resource regarding human resources policies, benefits and various District programs.

4. Maintain the database for assigned employee groups into the HRS.

5. Prepare and maintain a variety of related human resources records and reports.

6. Apply, explain, and enforce rules, regulations, policies and procedures related to assigned personnel groups.

7. Operate a computer and a variety of office machines.

8. Distribute, screen and evaluate employment applications.
9. Communicate effectively both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with others.
12. Plan and organize work.
13. Work efficiently with many interruptions.
14. Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate’s degree, college-level course work in human resources or related field and two years experience in human resources involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Office environment.
2. Constant interruptions.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

DATE APPROVED: March 1, 1999
RANGE: N-48
EEO-CATEGORY: H-50