

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: HUMAN RESOURCES
TECHNICIAN II
(CONFIDENTIAL)**

SALARY TABLE: 29

SALARY RANGE: 29 + 5%

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of technical duties in support of the College classified and certificated human resources operations and activities; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, job applicants and the general public regarding College personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Human Resources Technician II (Confidential) class perform more technical work related to recruitments, credentialing requirements, teaching assignments, employee benefits programs and other related functions of the certificated and classified Human Resources operations. The Human Resources Technician III (Confidential) classification plans and coordinates the administration of recruitment and processing of regular and contract faculty and certificated administrators and serves as a lead person for the assigned Human Resources activity. The Human Resources Technician I (Confidential) classification performs duties such as the processing of new and returning classified-hourly personnel, provides front desk assistance, maintains office systems such as applicant tracking, and assists other office staff with special projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of College classified and certificated human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Participate in the recruitment, screening, orientation and processing of new personnel according to established procedures; collect and process various employment forms and applications; arrange and follow-up for clearance on fingerprints; forward new employee information to payroll and other departments.

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits.

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Perform a variety of technical duties in the monitoring of certificated assignments and renewals to assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges credential requirements; assure credentialing activities comply with established guidelines, policies, regulations and procedures.

Input employee, benefits and a variety of other data into appropriate computer system; maintain automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings, minimum qualifications and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Monitor Schedule of Classes and Teacher Load report for teaching assignments; maintain and update changes in teaching assignments and Payroll Authorization forms; notify Scheduling Office and Educational Programs Support Office of errors as appropriate.

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, credentials, benefits, job location, job assignment, career step and class, sick and vacation leave, salary, medical information and benefits.

Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets.

Provide information to new employees regarding vacation days, sick days, benefits and related rules and regulations; determine proper salary placement; monitor employee longevity and notify appropriate personnel of changes in salary step progression and benefits eligibility.

Perform various enrollment activities; assist employees with completing enrollment forms; process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter computer and assigned software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

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Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested; provide research support and past practice information for negotiations and grievances as assigned.

Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

Assist with coordinating and administering assessment tests as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.
Practices and procedures related to classified and/or certificated personnel.
Applicable laws, codes, regulations, policies and procedures.
Operations, policies and objectives relating to human resources activities.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities.
Participate in the recruitment, screening and processing of new personnel.
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

Determine appropriate action within clearly defined guidelines.

Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level coursework in business, human resources or related field and three years increasingly responsible clerical or human resources or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.