

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: HUMAN RESOURCES
TECHNICIAN III**

SALARY TABLE: 29

SALARY RANGE: 38

BASIC FUNCTION:

Under the direction of the Vice President-Human Resources, plan, and coordinate recruitment and screening of all regular and contract faculty and educational administrators; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges and applicable Education Code requirements; plan and coordinate the processing of new faculty personnel; coordinate the District fringe benefits to eligible employees, retirees and participants; represent department interests related to technology initiatives; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures applicable to faculty; prepare and maintain a variety of manual and automated personnel files, records and reports; train and provide work direction and guidance to assigned staff.

DISTINGUISHING CHARACTERISTICS

The Human Resources Technician III classification plans and coordinates recruitment and processing of regular and contract faculty and educational administrators and serves as a lead person for the assigned Human Resources activity. The Human Resources Technician I classification provides front desk assistance, maintains office records such as tuberculosis risk assessment, and assists other office staff with special projects as requested. Incumbents in the Human Resources Technician II class perform more technical work related to recruitments, orientations, credentialing requirements, teaching assignments, and other related functions of the academic and classified Human Resources operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Oversee the processing of applications and other documents; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges credential and applicable Ed Code requirements; prepare annual contracts for educational administrators and College faculty.

Coordinate the District fringe benefits to eligible employees, retirees and participants; establish and maintain census database and other automated records and files; update, enroll, add and delete employees and dependents to and from various benefit plans; input, update and extract a variety of

March 2021

Ewing Consulting, Inc.

benefits data and information in an assigned computer system; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.

Establish salary placement of new academic staff according to established procedures and applicable bargaining unit contracts and Memoranda of Understanding; analyze transcripts for required degrees, upper graduate level coursework and other related requirements; track and maintain accurate salary information and update salary changes due to step increases, salary class transfer program, longevity, sabbatical leaves, tenure tracking, March 15th notices, LOA's, changes in work load and related records; prepare related Board agenda items as required.

Establish various categories of Educational Administrator and faculty annual work schedules and submit to Board for approval.

Process new hires, terminations, leaves of absence, FTE and position changes, voluntary deduction modifications and other benefit adjustments; calculate, revise and update records with changes in benefits, insurance rates and deductions; send change forms via mail or e-mail; notify employees of benefit adjustments as needed.

Represent department interests related to technology initiatives, to include testing and training all department users.

Create and maintain relevant and related HR web pages.

Participate in the design, implementation and maintenance of the employment administration system.

Initiate and conduct interactive dialogues with faculty, Educational Administrators, managers and supervisors regarding ADA accommodations as needed.

Train and provide work direction and guidance to assigned staff; inform the Vice President – Human Resources of staff issues or concerns.

Coordinate the recruitment efforts for vacant academic positions; initiate and maintain recruitment case files; arrange for and place advertisements in newspapers, web sites, journals and other recruiting sources; maintain related records; represent college at annual Chancellor's Office Job Fair.

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

Meet and confer with employees concerning employee benefits and claims processing; distribute informational materials and enrollment forms and explain medical, dental, life and various other mandatory and voluntary benefits programs and related deductions and options.

Coordinate and oversee the processing of academic personnel transactions involved in appointments, separations, change in assignment, compensation, LOA's and other related matters; oversee and

March 2021

Ewing Consulting, Inc.

maintain expected faculty academic title changes according to established academic title policy, annual evaluations of degrees, tenure tracking and longevity; coordinate extended day, temporary and categorically funded contracts.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; assist in the planning, development, implementation and maintenance of an automated human resources information system.

Coordinate educational administrator evaluations according to established timelines; participate in faculty evaluation archiving process and archiving system maintenance.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as liaison between faculty/administrators and County Office of Education and CalSTRS to resolve academic issues, including Post Retirement Contracts, Service Credit, Disability applications, reduced workload contracts, faculty death and other related matters.

Establish and maintain a variety of personnel files and various statistical records for academic personnel according to established policies and procedures; provide research support and past practice information for negotiations and grievances as assigned; update and maintain College catalog information on faculty listings, titles, degrees, retirements, emeritus status and other related information.

Attend workshops and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials, benefits, and other human resources related issues; implement policies and procedures to assure compliance with established laws, rules and regulations, including State Minimum Qualifications for Faculty and Administrators in California Community Colleges.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, codes, regulations and rules related to certificated faculty and staff.

Academic human resources recruitment and related office functions, practices and procedures.

Practices and procedures related to certificated personnel.

General methods, practices, terminology and procedures used in benefits administration including insurance, enrollment, billing and record-keeping functions.

Employee benefit packages and insurance programs offered by the District.

District negotiated agreements.

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.

March 2021

Ewing Consulting, Inc.

Technical aspects of field of specialty.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Perform a variety of complex technical duties in the recruitment for and monitoring of academic assignments.
Assure compliance with State Minimum Qualifications for Faculty and Administrators.
Analyze transcripts for required degrees, upper graduate level coursework and other related requirements.
Perform a variety of technical duties in support of employee benefits programs including insurance, enrollment, billing and record-keeping functions.
Enroll, add and delete employees and dependents to and from various benefit plans.
Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
Perform a variety of technical duties in support of human resources operations and activities.
Oversee and participate in the recruitment, screening and processing of new academic personnel.
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.
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: associate's degree supplemented by coursework in business, human resources or related field and four years increasingly responsible clerical or human resources or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Ability 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.
Mobility to reach various campus locations.