

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Human Resources Technician

Unit: Office Technical

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Job Code: J1480
Original Date: 01/1991
Last Revision: 05/2013
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the general direction of a human resources supervisor or manager, assist in the administration and control of a major segment or function of the human resources department. Independently perform highly responsible and paraprofessional specialized and technical duties, handling situations and adopting effective courses of action within one of the human resources functions, such as Human Resources Systems, Employment, Employee Relations, Legal Services, Benefits, Compensation, and Retirement Services.

EXAMPLE OF DUTIES

1. Assist in the administration of a specific human resources program such as Human Resources Systems, Employment, Employee Relations, Legal Services, Benefits, Compensation, and Retirement Services. Monitor and control activities of that function independently, according to District policy and procedures, federal and state rules and regulations, and labor relations contracts. Identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of issues.
2. Conduct research and analyses of a paraprofessional nature; coordinate, plan and perform special studies and produce non-standard reports. Accumulate, evaluate and analyze data. Provide a wide range of information to faculty, staff, agencies, and the public.
3. Work closely with outside consultants, insurance carriers or other service providers. Serve as the liaison between assigned area and computer support services. May represent department or assigned area in meetings or conferences.
4. Prepare special reports and materials for the collective bargaining process; review contract requirements and assure proper implementation. Perform other special projects and prepare reports. Apply and interpret District policies, procedures, rules, and regulations. Handle sensitive materials and confidential issues regarding bargaining, employee relations, payroll, and personnel administration and information.
5. Provide technical expertise and analytical support, technical advice and detailed assistance to administrators, faculty and employees on the interpretation of District human resources policy and procedures, federal and state rules and regulations, and labor relations' contracts. Provide information to staff and the public regarding assigned areas. Assist staff members with administrative problems and procedures.
6. Coordinate and schedule meetings and interviews. Provide orientations and workshops.
7. Operate a microcomputer and mainframe computer and business related software including word processing, spreadsheets, and database management. Input, edit, review, verify, and extract data from computer databases. Set-up and maintain database system tables and database tracking systems. May design Web Pages for District information and public use.
8. Work with the HRIS and other human resource systems/databases functions requiring significant depth of knowledge of the HRIS system in order to provide consultative and technical assistance in the modification and implementation of database system issues. Work with a complex HRIS system on a daily basis; actively involved in data input, review and analysis, and systems enhancements, programming and upgrading, depending on the needs of their customers.

9. Recommend changes to existing policies and procedures within the assigned technical area; interpret District policies, rules, and regulations. Assist in the formulation, preparation, and modification of operational policies, procedures and systems.
10. Compose and type letters and memoranda responding to questions or inquires. Prepare special memos, documents, and reports for assigned function. Maintain a variety of inter-related record and files.
11. Train, lead and provide work direction as assigned.
12. Monitor and maintain budgets; transfer funds, prepare requisitions, invoices and vouchers utilizing on-line Integrated Fund Accounting System. Prepare, update, and monitor special accounts receivable and payable. Collect checks/monies, balance accounting and process checks to Business Services.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Human Resources policies, practices and procedures in the assigned area.
Understanding of collective bargaining contracts.
Technical aspects of field of specialty.
Modern office practices, procedures, and equipment including microcomputer software and hardware, records maintenance, document processing, filing systems, telephone techniques, and letter and report writing.
Relevant federal and state legislation and District rules, regulations and policies.
Billing, posting, and balancing accounting, financial and statistical record-keeping practices.
Basic research procedures and principles including problem solving and research techniques.
Computer software involving word processing, spreadsheets and databases.
Oral and written communications skills.
Familiarity with microcomputer and mainframe computer operations and platforms and business related software including word processing, spreadsheets, and database management.
Record-keeping techniques.
Principles and practices of administration, supervision, and training.
English usage, grammar, spelling, punctuation, and vocabulary.
District policies, rules, regulations, and procedures as applied to assigned program.
District organization, operations, policies, procedures and objectives.
Applicable sections of State Education Codes, and other local, State, and federal laws.

Skills and Abilities:

Implement a major part of a human resource program independently.
Perform a wide variety of difficult, specialized, and complex technical human resources work in technical area assigned.
Research and analyze the application of business and statistical research and reporting techniques.
Analyze situations and gather data accurately and adopt an effective course of action; drawing logical conclusions, and making appropriate recommendations.
Learn, interpret, and apply District Personnel policies, rules, and regulations.
Assemble data and prepare correspondence and reports.
Possess a level of interpersonal skills to effectively deal with applicants, employees, retirees, and the general public on a wide variety of sensitive issues.
Communicate effectively both orally and in writing.

Understand and follow oral and written directions.
Train and provide work direction to others.
Establish and maintain effective working relationships with others.

Plan and organize work.
Work confidentially and independently with discretion.
Meet schedules and time lines.
Maintain confidential and complex records and files and prepare reports.
Appropriate computer-literacy skills for assigned area.
Operate computer software programs including word processing, spreadsheet, Web page design, label making and mail merge.
Keyboard input of data, text, code, and characters.
Maintain computer software files and tables.
Learn, interpret, and apply policies and procedures, rules and regulations.

Training and Experience:

Any combination of training and experience equivalent to: one year of college with special course work in business administration or human resources management or a related field and two years complex technical experience (technical area to which assigned preferred) in a Human Resources functional area.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel to campus and agency sites.