

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Senior Classification Technician

**Unit:** Confidential

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**Job Code:** L1910  
**Original Date:** 07/2009  
**Last Revision:** 11/2017  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 26

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### **DEFINITION**

Under the general direction of the Director, Employee Relations, independently and exclusively administer, develop, and organize the District's classification plan and position control programs involving processes and outcome; identify issues and concerns related to operations, policies, and procedures and coordinate the resolution. Perform a variety of professional level complex duties in classification review and analysis; provide specialized and technical support in the District's position control programs and processes for a wide variety of classifications, positions, and employee groups. Develop/present and/or adopt innovative solutions to confidential or sensitive management positions/situations.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Classification Technician is a professional level classification in the Human Resources Technician series and is distinguished from the Senior Human Resources class by the greater complexity of projects and level of responsibility for multiple functions/program areas. Job analysis/review is the basis for many human resources functions and this position class is the sole expert on the District classification processes and Hay Methodology. This position class is (CA Government Code) defined as a "confidential employee" who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the development of management positions.

### **EXAMPLE OF DUTIES**

1. Oversee and administer the District classification plan and position control program according to District operations, policy, and procedures, federal and State rules and regulations, and labor relations contracts. Provide coordination, organization, review, analysis, and technical support for employment/recruiting, payroll and records, compensation and benefits, risk management, and labor relations. Act as senior resource person and point liaison regarding all aspects of classification and position control; provide technical expertise and analytical support, technical advice, and detailed assistance to employees and the public; answer questions covering a wide variety of situations ranging from general to one of a kind.
2. Use a variety of job evaluation tools to perform job analyses and reviews to appropriately classify positions; write and revise classification descriptions; analyze, review, and approve Professional Expert and Out-of-Class assignments; interpret and apply FLSA and Wage and Hour regulations.
3. Maintain District's position control; provide technical leadership and support to administrators and classified staff; provide support of various computer system databases; record a wide variety of position and personnel changes, including hires, separations, promotions, new positions, position attribute updates and corrections, transfers, position org-mods, reclassifications; re-titles, FTE, and calendar month changes.
4. Provide assistance and recommendations in resolving issues of organizational structure and position management; assist administrators in development of staffing plans; conduct organization studies and recommend effective organization structures and assignment of duties.
5. Work closely with outside consultants in the review of classified and administrative positions to maintain the classification plan; assure that contract requirements have been met; assign work to consultants and review products. Approve invoices for payment. Monitor and record budget and invoiced services.

6. Consult with, make recommendations and advise managers, supervisors, and staff on the interpretation of technical information and the implication on operations and procedures; identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of technical issues; coordinate project workflow, identify assignments, and track progress.
7. Work with multiple human resources computer systems, applications, and databases; provide consultative and technical assistance in modification and implementation of business practices, daily operations, and database issues. Participate in the system testing and problem resolution.
8. Conduct research and analyses of a paraprofessional nature; coordinate, plan, conduct, and perform special studies and surveys; accumulate, evaluate, and analyze data; provide a wide range of information to District employees, agencies, and the public. Initiate special projects as assigned.
9. Prepare special memos, documents, and reports. Prepare or review Board Docket Agenda Items of human resources subjects for consideration by the Chancellor, Cabinet, and/or Board of Trustees. Prepare, review, and edit Personnel Action Status Sheets for processing employment and assignment information for payroll system and reporting purposes.
10. Prepare and maintain a variety of inter-related records and files; coordinate and supervise collection of data for information ready use and archive purposes.
11. Operate a variety of office machines and equipment, including computers and related business related computer software as required. Input, edit, review, verify, and extract data from computer databases. Set-up and maintain database system tables and database tracking systems. May design webpages for District information and public use.
12. Coordinate and schedule meetings and interviews. Provide in-service training. Act as liaison and represent departments of classification or position control in meetings or conferences.
13. Assist in the formulation, preparation, and modification of operational policies, procedures, and systems. Recommend changes to existing policies and procedures within the classification and position control program.
14. Train, lead, and provide work direction as assigned.
15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of California Education Code and other State, local, and federal laws, codes, and regulations.
- Basic principles of survey design and techniques.
- Classification plan administration.
- Computer applications, including word processing, spreadsheets, and database management.
- Computer information systems concepts, operations, and capabilities.
- District organization, operations, policies, and objectives as applied to assigned programs.
- Effective English oral presentation and written communications, including grammar, spelling, punctuation, and vocabulary.
- FLSA Overtime Exemption Standards.
- Full range of position classification principles, practices, techniques, and concepts sufficient to perform the full range of position classification on positions of all types.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Position control administration principles and practices and District organizational structures.
- Principles and practices of administration, supervision, and training.

Principles of survey design and techniques.  
Project management techniques.  
Record-keeping techniques.  
Research and analysis principles and techniques.  
Technical writing.

Skills and Abilities:

Assemble and analyze facts, draw conclusions, and devise logical solutions to assigned problems.  
Communicate effectively both orally and in writing.  
Coordinate, plan, and administer the Classification and Position Control programs with other elements of personnel administration.  
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.  
Effectively manage multiple tasks simultaneously.  
Establish and maintain effective working relationships with others.  
Independently prepare correspondence and memoranda.  
Interpret and apply applicable laws, rules and regulations, legal requirements, policies, procedures, and guidelines.  
Lead, train, and provide work direction to others.  
Maintain confidential and interrelated records and files.  
Maintain confidential and sensitive information.  
Operate computers and business-related software, including word processing, spreadsheets, and databases.  
Perform a wide variety of difficult, specialized, and complex technical human resources work in assigned areas.  
Plan and organize work.  
Produce detail oriented processes and outcomes.  
Provide strong customer service.  
Provide technical expertise and analytical support.  
Set and manage timelines and priorities.  
Understand and follow oral and written directions.  
Work confidentially and independently with discretion.  
Work cooperatively with all levels of management and staff.

Training and Experience:

Any combination of training and experience equivalent to: two years of college with special course work in business administration or human resources management or a directly related field and ten years comprehensive technical experience as a Human Resources Generalist in a large department of which at least five years of increasingly responsible professional-level experience related to classification. Experience with a large position control database is desirable. Specialized or additional education or certification in SHRM, CCP, or IPMA-HR is desirable.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

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