

# 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:** 09/2018  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 23

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### **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 Division. 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.

### **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, other 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. Perform special projects and prepare reports. Apply and interpret District policies, procedures, rules, and regulations. Handle sensitive materials and confidential issues regarding, 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 computers 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 system/database 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 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 correspondence responding to questions or inquiries. Prepare special memos, documents, and reports for assigned functions. Maintain a variety of inter-related records and files.
11. Train, lead, and provide work direction to others 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:

- Applicable sections of California Education Code.
- Basic research procedures and principles, including problem solving and research techniques.
- Billing, posting, and balancing accounting, financial, and statistical record-keeping practices.
- Collective bargaining agreements.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, and objectives.
- District rules, regulations, policies, and procedures pertinent to assigned programs.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Record-keeping techniques.
- Relevant federal and State legislation.
- Technical aspects of field of specialty.

#### Skills and Abilities:

- Analyze situations and adopt an effective course of action, drawing logical conclusions and making appropriate recommendations.
- Assemble data and prepare correspondence and reports.
- Communicate effectively both orally and in writing.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with others.
- Implement a major part of a human resource program independently.
- Learn, interpret, and apply rules, policies, and procedures.
- Maintain confidential and complex records and files.
- Meet schedules and time lines.
- 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.
- Review data for comparison and reconciliation.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience:

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

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. May require travel from site to site and outside of the District.