STATE CENTER COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL

DEFINITION

Under direction provides assistance in recruitment, selection, and processing of new employees, and on-going transactions for employees.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in accordance with general direction and standards. This classification differs others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District’s employer-employee relations, making this position “Confidential”. This position differs from higher levels in the complexity of the problem solving responsibilities.

EXAMPLES OF DUTIES

Duties include assisting in preparing recruitment materials, providing information to applicants, monitoring the interview and selection process, processing paperwork for newly hired employees. Preparing and maintaining applicant and employee records. Assisting in the research and preparation of reports for submission to district, state and federal offices. Enters and retrieves data from computer system as needed. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education and Experience: Formal and informal education equivalent to completion of the twelfth grade with experience in recruitment, selection, processing of new employees and complex records management systems in a personnel/human resources office; or completion of six college units in personnel or human relations management with experience in complex records management systems, personnel management and office management.

Knowledge and Abilities: Knowledge of district campuses and personnel, simple statistical techniques, organizational behavior and management, district rules and regulations, district semester calendar, federal and state employment guidelines, merit systems and their operation, district employment requirements, classification schedules, and contracts. Skill to set up and maintain complex filing systems, organize work to meet deadlines, assist applicants and current employees in completing forms and understanding policies and procedures, arrange and prepare materials for meetings, compile report information, recognize and maintain confidential information, type at 55 nwpm from clear copy and independently draft correspondence. Ability to enter and retrieve data from computer system in appropriate format. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Approved: May 17, 2004
Title Change approved by PC: March 11, 2008
Salary Range: 51