

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Human Resources, perform a variety of technical duties related to the employment, recruitment, selection and record maintenance of the District's academic, classified and student personnel; interpret and ensure compliance with county, State and Federal regulations and guidelines concerning human resources administration.

REPRESENTATIVE DUTIES:

Perform a variety of technical duties related to the employment, selection, recruitment and record maintenance of the District's academic, classified and student personnel; ensure applicants meet the minimum requirements or comply with the equivalency process requirements established by the District, State or by law. *E*

Prepare and maintain a variety of personnel-related files, statistics and documentation, such as recruitment files/records, employee personnel files, department reports, collective bargaining and other reports. *E*

Receive and screen applications to select qualified candidates for employment; contact candidates regarding testing and interviewing schedules; provide applicants with other information as necessary. *E*

Schedule interview panels and review applications by the screening committee; ensure compliance with Federal regulations according to established procedures. *E*

Process and provide human resources/employment related information to new and current employees; ensure forms and notices are completed thoroughly and properly. *E*

Fingerprint new employees as required; maintain applicable logs/records. *E*

Operate a computer terminal and applicable software to process, maintain and generate a variety of data and reports related to the Human Resources Office function; operate a typewriter, fax machine and calculator. *E*

Prepare, process and record technical data, reports, contracts, records and other documents related to classified, academic and student personnel; compose correspondence as directed. *E*

Assist in the overall administration of the Human Resources function; provide work direction and guidance to office personnel as assigned. *E*

Perform related duties as assigned.

August 2006

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in human resources administration.
Recruitment and placement of academic, classified and student employees.
Applicable sections of State Education Code and other applicable laws.
State and Federal laws, codes and regulations concerning human resources administration including equal employment opportunity, affirmative action, and workers' compensation.
State minimum qualifications for faculty, administration and other academic positions.
District personnel policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.

ABILITY TO:

Perform a variety of technical duties related to the employment, selection, recruitment and records for the District's academic, classified or student personnel.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Develop and maintain confidential personnel records.
Provide information and assistance to employees, supervisors and administrators.
Analyze situations accurately and adopt an effective course of action.
Update and maintain a variety of files and records.
Type accurately at an acceptable rate of speed.
Operate a variety of office equipment including a computer terminal and related software.
Distribute, screen and evaluate employment applications.
Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Plan and organize work.
Meet schedules and time lines.
Work independently with a minimum of direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in personnel management, public administration or related field and three years of increasingly responsible clerical experience, including at least one year of related Human Resources experience.

LICENSES AND OTHER REQUIREMENTS:

Certified Fingerprint Roller.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to perform light lifting; bend and reach to maintain files; sit for extended periods of time; speak and hear to communicate with applicants, employees and the general public; and use hands and fingers to operate a computer keyboard and other office equipment. Incumbent may be occasionally exposed to contact with dissatisfied individuals.