

## **HUMAN RESOURCES TECHNICIAN**

### **DEFINITION**

Under general supervision, performs technical administrative work in support of specialized human resources functions; provides assistance in areas such as recruitment, benefits administration, classification, and maintenance of personnel information; researches, gathers, processes and maintains information using computers and other office equipment; provides technical information and assistance to District management, employees and the public; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is specialized technical administrative class within the Yosemite Community College District (YCCD). Incumbents provide technical and office administrative support by assisting professional staff with the administration of human resource functions and programs. Incumbents utilize technical knowledge of human resources/personnel administration to make decisions and complete assignments. Incumbents must also be able to interface substantially with District employees and members of the public.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the general supervision of a manager, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

### **EXAMPLES OF DUTIES**

- Perform a variety of technical administrative duties related to the human resources functions for the District; provides support in areas such as recruitment, classification, benefits administration, and maintenance of personnel information.
- Serves as a technical resource to others regarding human resources matters; provides technical information to District management, employees and their representatives, and the public regarding a wide range of specialized human resources regulations, rules, policies and procedures.
- Enters, maintains, tracks, evaluates and presents data maintained in manual and/or automated systems.
- Reviews, verifies and processes new employee-related documents, contracts, and various correspondence; verifies employee eligibility for proposed positions based on established District regulations, policies and procedures.
- Establishes new positions and accounts in the human resources information system; and enters position information; ensures that proposed wage, benefit and related payroll information is accurate and up-to-date; makes changes and adjustments based on specific or general agreements.
- Provides technical support with leave recording and balancing activities;
- Performs technical research on internal and external data, methods, mechanisms and processes; and runs computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Responds to unemployment claims; researches claims and communicates findings to the Employment Development Department in a timely manner; may attend hearings as needed.
- Establishes and maintains file and record systems, including those for confidential and sensitive materials.

- Independently responds to various inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may update web pages.
- Provides technical support related to the human resources information system.
- May participate on committees and/or task forces.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Education and Experience:**

Pattern I

- Experience: Two years equivalent to a Human Resources Assistant at YCCD.

OR

Pattern II

- Education: Possession of an Associate's Degree from an accredited college or university, with major course work in human resources administration, business administration, organizational behavior or a closely related field.
- Experience: Two years performing complex clerical and/or office support duties, preferably in support of human resources activities.

#### **Special Requirements:**

- None

#### **Knowledge of:**

- Technical principles, terminology and practices related to the District's human resources functions.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Word processing and computer spreadsheet applications related to the work.
- Record keeping principles and practices.
- Business arithmetic.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing effectively with employees and the public, in person and over the telephone.

#### **Ability to:**

- Prepare clear and concise reports, correspondence and other written materials from brief oral or written instructions or prior materials.
- Interpret, apply and explain personnel rules, regulations and procedures.
- Compile, summarize and maintain accurate records and files.
- Create and maintain documents, including spreadsheets and databases, using computers and standard office software.
- Make accurate arithmetic calculations.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities and meet critical deadlines.
- Deal successfully with employees and the public, in person and over the telephone.

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

- Depending upon assignment, a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time-limited assignments.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

*Class Adopted: 06/29/2016*  
*Class Amended:*