

TITLE: Human Resources Technician

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general supervision, performs technical human resources functions to support District employees. Responds to inquiries, applies and communicates policies, procedures and labor union agreement provisions; prepares, tracks and processes sensitive and confidential employment information; updates and maintains records in applicant tracking, onboarding and other automated systems; participates in recruitment and employee outreach and retention efforts; and supports professional development activities.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as a resource and provides customer service for the internal and external community on human resources programs, policies, procedures, and guidelines.
2. Performs recruitment tasks, such as posting job announcements, preparing application screening and interviewing documentation, scheduling interviews, processing faculty equivalency requests; and corresponds with applicants and internal stakeholders regarding recruitment processes.
3. Prepares, updates, and reviews recruitment and hiring documentation for completeness and accuracy, including requisitions, job announcements, application screening documents, interview forms, assessments, questions, and recommendation forms; and prepares approval to hire items for Board agenda.
4. Processes new hire onboarding; ensures that employment documentation is complete and that all pre-employment requirements are met including employment eligibility requirements, fingerprint and pre-employment physical clearances; prepares personnel action forms (PAFs); and collaborates with internal departments to ensure that new hires are onboarded accurately.
5. Plans, schedules and implements new hire orientation training sessions; presents resources and information to new hires.
6. Tracks ongoing employment requirements such as trainings, health clearances, performance evaluations and tenure review files, maximum days restrictions, limited-term employment eligibility clearances and accrual of hours for manual step movement and longevity increases.
7. Updates and maintains human resources information systems, and applicant tracking and onboarding systems; maintains confidential human resources data and records in accordance with collective bargaining agreements, applicable local, state, and federal regulations, programs, policies and procedures. Processes and updates applicant and employee records, researches and reconciles data discrepancies.
8. Participates in outreach and community-building activities such as job fairs, workshops and new hire and retiree receptions; assists with the development of resources, and event planning and implementation.
9. Supports District-wide professional development activities, including professional development activities days, leadership academies, and mentorship programs; tracks workshop submissions, provides information to presenters and participants and creates and compiles surveys; supports flex tracking, release time and enrollment fee reimbursement programs.

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KEY DUTIES AND RESPONSIBILITIES – Continued

10. Gathers information, reviews data and prepares reports; maintains and updates webpages; participates in monthly proofing of personnel action section of the Board agenda.
11. May supervise student employees.
12. May direct the work of short-term, non-continuing employees.

KNOWLEDGE OF:

1. Current human resources practices.
2. Basic web accessibility tools and document remediation.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Maintain detailed records and compile statistical information.
2. Apply and explain collective bargaining agreements, legal mandates, policies, procedures, regulations, and guidelines.
3. Maintain confidentiality, objectivity and empathy in serving the needs of the college community.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Graduation from high school or GED and some college-level coursework or certification in human resources or a closely related field of study required.

EXPERIENCE:

2+ years of experience providing customer service in a human resources environment required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).