

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: HUMAN RESOURCES
TECHNICIAN 1**

SALARY TABLE: 29

SALARY RANGE: 25

BASIC FUNCTION:

Under the direction of the Director - Human Resources, perform a variety of technical duties in support of the College human resources operations and activities; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of the College human resources operations and activities; perform routine office duties at the Department's front desk such as answering phones and respond to email, greeting visitors, verifying employment and directing visitors to Department staff as appropriate.

Serve as an informational resource to employees, job applicants, students and the general public; respond to inquiries and provide information regarding job openings, minimum qualifications and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Participate in the recruitment, screening, and processing of new and returning classified-hourly personnel according to established procedures; collect and process Personnel Authorization Forms (PAF) and other related employment forms and applications; review applications for completeness and accuracy; follow-up on incomplete or missing forms; forward new employee information to payroll and other departments; communicate with others regarding compliance for international student workers.

Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, credentials, benefits, job location, job assignment, career step and class, sick and vacation leave, salary, medical information and benefits.

Maintain files for classified openings; receive applications for permanent open Faculty and Staff positions; input applicant information into designated software programs; prepare applicant reports including names and Affirmative Action statistics as directed; present to appropriate personnel for review.

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Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Prepare and send “regret” notifications to applicants for permanent classified positions; update and maintain applications as appropriate.

Supervise and train student workers.

Set up, maintain and update a variety of records, files and other human resources reference materials; maintain case files, job books, job description books and files and other related resources for the department; purge outdated and obsolete materials and records according to established procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter computer and assigned software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Basic laws, codes, regulations, policies and procedures.

Operations, policies and objectives relating to human resources activities.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Data entry and retrieval techniques.

Mathematical computations.

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities.
Participate in the recruitment, screening and processing of new classified-hourly personnel.
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively in writing, in person and on the telephone.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level coursework in business, human resources or related field and one year increasingly responsible clerical or human resources or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.