VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE:  HUMAN RESOURCES TECHNICIAN, CONFIDENTIAL

BASIC FUNCTION:

Under general supervision, perform a variety of technical duties pertaining to the preparation and processing of personnel transactions.

REPRESENTATIVE DUTIES:

Prepare and process various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and other personnel matters in accordance with established policies, procedures, collective bargaining agreements, and Personnel Commission rules.  

Create, input, and maintain a variety of personnel-related records, files, and data utilizing integrated record-keeping systems, computerized databases, and manual records.

Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions.

Interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to district administrators, employees, and the public.

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws.

Review, develop, and implement procedures related to manual or automated record keeping and other operational activities to improve and ensure efficiency of services.

Prepare a variety of reports required for state and local use; compile information, conduct surveys, and respond to requests for information.

Respond to written and verbal requests for verification of employment.

Perform a variety of general clerical duties such as sorting and filing documents, including the disposition of records and files.

Conduct district-wide training pertaining to human resources policies and procedures.

Represent the supervisor at workshops and meetings as assigned.

Perform other duties as assigned.

E = Essential duties

Revised December 2013
Established May 2006
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology, and procedures used in human resources administration
Applicable sections of State Education Code and other applicable laws
State and federal laws, codes, and regulations concerning human resources/personnel administration
District organization, operations, policies, and objectives
District collective bargaining agreements and Personnel Commission Rules
Office procedures, methods, and equipment including computers
Office productivity computer applications including word processing, spreadsheet, email, and database
Principles and procedures of records management, including those related to maintaining filing systems
Methods and techniques of proper phone etiquette
Basic mathematical principles
Basic principles of business letter writing and report preparation
Fundamentals of English grammar, spelling, and composition
Principles and practices of sound business communication
Customer service and public relations methods and techniques

ABILITY TO:

Ensure compliance with district, county, state, and federal regulations and guidelines concerning human resource administration
Locate, analyze, interpret, apply, and explain rules, regulations, policies, and procedures
Provide information and assistance to employees, supervisors, and administrators
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications
Learn and apply new information and skills
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain a variety of files and records, including confidential personnel records
Make arithmetic calculations quickly and accurately
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.
Experience: Three years of experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports.

WORKING CONDITIONS:

ENVIRONMENT:

Human Resources office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard
Reaching to maintain files
Hearing and speaking to communicate and provide information to others