VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN II

BASIC FUNCTION:

Under general supervision, perform a variety of complex technical duties pertaining to the administration of the District’s human resources functions. Depending upon the assignment, an incumbent in the classification will perform either employment processing or recruitment/selection duties in addition to general human resources duties.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Technician II performs work of broader scope and greater complexity than that of a Human Resources Technician I. This includes additional responsibility for collecting, reviewing and summarizing data for various reports to identify trends and concerns pertaining to human resources functions. In addition, a Human Resources Technician II serves as the functional lead for a human resources database management system. In comparison, a Human Resources Technician I has a narrower scope of responsibility requiring less independence in exercising discretion and less analytical proficiency.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training to district employees and the public pertaining to technical and procedural matters related to human resources. E

Collect, review, and summarize human resources data and draft related reports; identify trends and concerns and present recommendations. E

Serve as the functional lead for human resources-related database management systems; work with vendors and the information technology department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency; develop training guides and deliver training pertaining to the systems. E

Create, input, and maintain a variety of personnel-related records, files, and data utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement methods to track and report data. E

Prepare a variety of reports required for state and local use; compile information and statistical data, conduct surveys, and respond to requests for information from other college districts and agencies. E

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

Monitor and update the district website to ensure that data and information pertaining to human resources is up-to-date. E

Attend job fairs and represent the department at workshops and meetings as assigned. E

Established August 2015
May provide work direction to lower-level staff.

**Employment Processing**

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. \(E\)

Schedule, prepare, and conduct new employee orientation; review new employee records for completeness and compliance with applicable laws; develop and implement improvements to the new employee orientation process. \(E\)

Evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements. \(E\)

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures. \(E\)

Coordinate and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as payroll, information technology, and the police department. \(E\)

Respond to written and verbal requests for verification of employment. \(E\)

**Recruitment/Selection**

Develop and administer advertising and recruiting plans for classified and academic hiring processes; serve as liaison with advertising providers and sources to ensure accuracy and accessibility of job postings. \(E\)

Monitor selection activity for academic and classified vacancies and maintain associated reports. \(E\)

Review reference checks and recommendations for hire for completeness and compliance with district policies and procedures; determine salary placement in accordance with established policies, procedures, Personnel Commission rules, and collective bargaining agreements. \(E\)

Screen applicants to determine eligibility under state and district minimum qualifications. \(E\)

Assist the Director of Employment Services with non-routine problem resolution. \(E\)

Perform other duties as assigned.

\(E\) = Essential duties

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
HUMAN RESOURCES TECHNICIAN II (continued)

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
Principles and procedures of records management, including those related to maintaining filing systems
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
Basic mathematical principles
Principles of business letter writing and report preparation
Principles 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 resources administration
Locate, analyze, interpret, apply and explain rules, regulations, policies, and procedures
Provide information, assistance, and training to employees, supervisors, and administrators
Operate office equipment including computers and supporting word processing, spreadsheet, email, and database applications
Update and maintain a website
Learn and apply new information and skills
Perform technical research and present trends and findings
Type, keyboard, and/or enter data at a speed necessary for successful job performance
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 encountered 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 information and data from a variety of sources
Provide guidance and work direction to others
Work independently with little direction

EDUCATION AND EXPERIENCE:

An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field AND four years of experience performing technical human resources functions, including experience using a database management system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement or similarly complex organizational policies pertaining to personnel administration.
OR

A bachelor’s degree, preferably including or supplemented by coursework in human resources, business, or a related field AND two years of experience performing technical human resources functions, including experience using a database management system to manage data and generate reports. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement or similarly complex organizational policies pertaining to personnel administration.

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