CLASSIFICATION TITLE:  HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)

BASIC FUNCTION:
Under the general supervision of the Director of Human Resources Operations, perform a variety of complex technical duties pertaining to the administration of the District’s human resources operations.

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 the human resources component of the fully integrated business 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 pertaining to technical and procedural matters related to academic and classified personnel, including resignations/retirements, leaves of absence, change of assignments, terminations/suspensions, layoffs, bumping, reemployment rights, and other personnel matters; assist in the preparation and submission of Board agenda items.  
Serve as the functional lead for the human resources component of the fully integrated business management system (Banner); work with the information technology department to facilitate and implement system updates and improvements; make system modification recommendations to increase functionality and efficiency.  
Collect, review, and summarize human resources data; identify trends and concerns and present recommendations for improvement of operations.
Serve as a technical resource to the Vice Chancellor, Human Resources; collect, synthesize, and present data pertinent to collective bargaining and the resolution of grievances and employee relations investigations and draft related confidential reports.
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 including personnel files, reemployment and reinstatement lists, and seniority rosters utilizing integrated record-keeping systems, computerized databases, and manual records; develop and implement methods to track and report data.
Contact district administrators, employees, and prospective employees in the preparation and processing of personnel transactions. \textit{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. \textit{E}

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

Review employment background checks and recommend eligibility for employment in accordance with district policies and procedures. \textit{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. \textit{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. \textit{E}

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

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

Respond to written and verbal requests for verification of employment. \textit{E}

Represent the Director of Human Resources Operations at workshops and meetings as assigned. \textit{E}

May provide guidance and work direction to lower-level staff.

Perform other duties as assigned.

\textit{E} = Essential duties

**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

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
HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

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
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 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
Compose correspondence and written materials independently and from oral instruction
Provide guidance and work direction to others
Work independently with little direction

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: Four 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. Two years of the experience must have included experience applying or interpreting language within a collective bargaining agreement.

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