VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: LEAD HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Director of Human Resources Operations, provide work direction to technical-clerical staff and perform a variety of complex technical duties pertaining to the administration of human resources operations for District academic and classified employees.

REPRESENTATIVE DUTIES:

Provide information, assistance, and training to staff and faculty on 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 others that may be required; 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.

Perform technical research relevant to the quality and efficiency of human resources data, methods, mechanisms, and processes pertinent to payroll and record keeping; develop and run computerized queries; tabulate and summarize data; identify trends and concerns.

Create and maintain records and files, including personnel files, reemployment and reinstatement lists, and seniority rosters; develop sound and efficient methods to track and report all relevant data.

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; draft confidential reports.

Schedule and coordinate the work of staff with regard to the administration of human resources functions for classified and academic employees; provide guidance and work direction to human resources technicians.

Plan, coordinate, and implement new employee orientation processes for the three colleges and District administrative center offices.

Apply and explain laws, rules, policies, and collective bargaining agreements pertaining to human resources practices to District administrators, employees, and the public.

Receive and evaluate transcripts to determine semester units completed and degrees obtained for salary adjustments according to established policies, procedures, and collective bargaining agreements.

Compile a variety of reports required for state and local use; conduct and respond to requests for information.

Revised October 2010
Established April 2008
Prepare and conduct surveys and statistical reports of various districts and agencies. 

Coordinate, implement, and conduct exit interviews and facilitate the employee termination process with the colleges and other related departments such as Payroll, Information Technology, and College Police.

Monitor office work and paper flow, and recommend methods to increase departmental efficiency and effectiveness.

Represent the Director of Human Resources Operations at workshops and meetings as assigned.

Perform related duties as assigned.

**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
Record-keeping techniques
District organization, operations, policies and objectives
District collective bargaining agreements and Personnel Commission rules
Modern computer software packages, including word processing, database, and spreadsheet applications
Relational database management systems
Correct English usage, grammar, spelling, punctuation and vocabulary

**ABILITY TO:**

Ensure compliance with district, county, state and federal regulations and guidelines concerning human resources administration
Communicate effectively, both orally and in writing
Learn, interpret, apply and explain rules, regulations, policies, and procedures
Provide information and assistance to employees, supervisors and administrators
Analyze situations accurately and adopt effective courses of action
Exercise judgment and apply abstract reasoning
Prepare clear and concise reports that incorporate statistical data
Keyboard/type at a speed necessary for successful job performance
Establish and maintain cooperative and effective working relationships with others
Compose correspondence and written materials independently and from oral instruction
Schedule and prioritize the work of self and others
Work independently with little direction
EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: An associate degree or equivalent college-level course work in business, human resources, or a related field

Experience: Four years of complex, technical human resources experience working with integrated HR record-keeping systems and computerized databases for data storage and report generation. Two years of the aforementioned experience must be in a public sector human resources environment.

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