



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR NOVEMBER 15, 2018

5:30 p.m.

Thomas G. Lakin Boardroom  
District Administrative Center  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
4. MINUTES  
Personnel Commission Meeting – October 25, 2018
5. CORRESPONDENCE
6. OLD BUSINESS  
None
7. REPORTS
  - A. Classified Employees Representative's Report
  - B. Board of Trustees Meeting Report
  - C. Director's Report
    - Current Recruitments Report
    - Positions Filled & Pending Report
    - Upcoming Recruitments Report
    - Classification Studies Report
    - Classified Salary Study Update
  - D. Commissioners' Reports
8. ESTABLISHMENT OF A NEW CLASSIFICATION  
Basic Needs Specialist
9. REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION AND TITLE CHANGE  
Career Resources Specialist II

**10. REVISION OF CLASSIFICATION SPECIFICATIONS**

Human Resources Assistant  
Human Resources Technician (Confidential)  
Human Resources Technician II (Confidential)  
Human Resources Technician II

**11. RECESS TO CLOSED SESSION**

None

**12. RECONVENE IN OPEN SESSION**

N/A

**13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

**14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next scheduled meeting of the Personnel Commission is December 20, 2018, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

**15. ADJOURNMENT**

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 761 E. Daily Drive, Camarillo, CA 93010 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5521



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report October 20, 2018 – November 8, 2018

Current Classified Selection Processes (Between 10/20/18 to 11/08/18)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Accounting Technician	52	OC	10/18/18	11/04/18	Performance Examination/Technical Interview	N/A	11/13/18	11/28/18	11/30/18
Administrative Assistant, Chancellor's Office (Confidential)	128	DAC	09/12/18	09/27/18	Performance Examination/Technical Interview	N/A	10/09/18	10/30/18	10/31/18
Child Development Associate	18	MC	10/29/18	11/13/18	Training & Experience Examination/Technical Interview	N/A	N/A	12/10/18 – 12/14/18	12/18/18
Costume Technician	23	VC	09/21/18	10/21/18	Training & Experience Evaluation/Technical Interview	10/31/18	N/A	11/26/18 – 11/30/18	12/04/18
Custodian	15	OC	11/05/18	11/20/18	Performance Examination/Technical Interview	N/A	12/03/18 – 12/07/18	12/17/18 – 12/21/18	01/02/19
Financial Aid Specialist	29	VC	10/24/18	11/18/18	Training & Experience Evaluation/Technical Interview	10/29/18	N/A	12/10/18 – 12/14/18	12/18/18
Graphic Designer	80	DAC	09/17/18	10/02/18	Training & Experience Evaluation/Technical Interview	10/04/18	N/A	10/22/18	10/25/18
Human Resources Analyst II	7	DAC	09/20/18	10/07/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	10/30/18	11/02/18
Instructional Lab Tech II, Biology	22	MC	10/05/18	10/21/18	Training & Experience Evaluation/Technical Interview	10/29/18	N/A	11/16/18	11/20/18
Instructional Lab Tech II, Physical and Applied Sciences	12	VC	09/27/18	10/14/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	11/09/18	11/13/18
Instructional Lab Tech II, Nursing	1	MC/VC	10/12/18	11/11/18	Training & Experience Evaluation/Technical Interview	N/A	N/A	11/29/18	12/03/18
Office Assistant	164	VC	10/23/18	11/06/18	Written/Performance Examination/Technical Interview	N/A	11/12/18-11/16/18	12/03/18 – 12/07/18	12/11/18

Current Classified Selection Processes (Between 10/20/18 to 11/08/18) (cont.)

Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Physical Education / Athletic Equipment Manager	33	VC	09/20/18	10/07/18	Training & Experience Evaluation/Technical Interview	10/17/18	N/A	10/29/18	10/30/18
Proctor	76	VC	09/07/18	09/22/18	Written Examination/Technical Interview	N/A	10/09/18 – 10/12/18	10/22/18	10/25/18
Student Services Assistant	114	MC	09/07/18	09/22/18	Written Examination/Technical Interview	N/A	10/09/18 – 10/12/18	10/17/18	10/22/18
Student Success and Support Specialist II	39	MC	11/02/18	11/16/18	Training and Experience Evaluation/Technical Interview	11/28/18	N/A	12/10/18 - 12/14/18	12/18/18
Zoo Operations Assistant	5	MC	11/02/18	11/25/18	Training & Experience Evaluation/Technical Interview	11/30/18	N/A	01/07/19 – 01/11/19	01/15/19

Current Classified Positions Filled (As of 11/08/18)

Employees Hired	Classification	Position Number	Location	Status	Effective Date
Burns, Jeremiah	Electrician	MCU064	MC	Probationary (new)	10/29/18
Burrell, Ariana	Performing Arts Center Technician I	MCU522	MC	Probationary (new)	10/22/18
Judy, Jason	Locksmith	MCU104	MC	Probationary (new)	11/05/18

Current Classified Positions Pending (As of 11/08/18)

Classification	Position Number	Location	Date List Certified
Administrative Assistant, Chancellor's Office	DCC056	DAC	10/31/18
Administrative Assistant	VCU014	VC	10/18/18
Career Services Specialist	MCU357	MC	10/24/18
Graphic Designer	DCU164	DAC	10/25/18
Human Resources Analyst II	DCU138	DAC	10/31/18
Proctor	VCU555	VC	10/24/18

Current Classified Positions Pending (As of 11/08/18) (cont.)

Classification	Position Number	Location	Date List Certified
Program Coordinator I	DCU163, VCU590, VCU591	DAC/VC	10/08/18
Physical Education/Athletic Equipment Manager	VCU116	VC	10/30/18
Student Outreach Specialist	MCU525	MC	10/05/18
Student Services Assistant	MCU521, XCU426	MC/OC	10/22/18

Upcoming Recruitments

Classification	Position Number	Location
Administrative Assistant (bilingual)	XCU428	OC
Counselor Assistant	MCU524	MC
Curriculum Technician	XCU387	OC
Human Resources Technician II	DCU014	DAC
Instructional Technologist – Designer	XCU369	OC
Performing Arts Center Technical Director	MCU300	MC
Web Developer	DCU165	DAC

Requested Position Classification Studies

Classification	Location	Request Date	Status
Student Outreach Specialist	MC	05/09/18	On hold
Office Assistant	MC	08/03/18	On hold

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
ESTABLISHMENT OF CLASS

**RECOMMENDATION:**

ESTABLISHMENT OF A NEW CLASSIFICATION

CLASSIFICATION TITLE:  
Basic Needs Specialist

**ANNUAL SALARY RANGE:** CLASSIFIED EMPLOYEES SALARY SCHEDULE #260 (\$52,596-\$72,552/ANNUAL)

**BACKGROUND:** In July of 2017, Assembly Bill (AB) 453 Postsecondary Education: Student Hunger was passed. The bill requires the California Community Colleges Board of Governors to designate their campuses as "hunger free." Each campus that does so will receive funding incentives. In order to qualify and receive funding, campuses must designate an employee to assist students with enrollment in CalFresh and host a food pantry or regular food distributions.

In April of 2018, the California Community College Chancellor's Office presented the first "Basic Needs Summit" which included workshops regarding topics beyond food security, including housing, health and mental health services, and college affordability. In early 2018, Ventura College surveyed students regarding their basic needs and received over 800 responses which included requests for housing assistance, health and mental health services, hygiene, as well as food needs. Subsequently, Ventura College has requested the establishment of a classification to support a new program at the college pertaining to providing basic needs to Ventura College students. Funding for the program is distributed by the State of California through Hunger Free Campus allocations with additional financial resources allocated from the Student Equity & Achievement Program.

**BASES OF RECOMMENDATION:** An incumbent in the proposed classification will be responsible planning, coordinating, implementing, and evaluating a broad set of activities pertaining to students' basic needs, including providing direct support to students by planning, organizing, and implementing individualized basic needs solutions. A classification description detailing the duties and responsibilities of the proposed classification is presented for approval in conjunction with this report.

The recommended salary is based on internal alignment. The proposed salary for the subject classification is aligned with the Student Success and Support Specialist II classification given that both classifications are responsible for organizing and implementing activities, programs, and services designed to improve student success. This includes responsibility for serving as a liaison between the college and the community, identifying students in need and informing them of services, assisting students with their needs, and maintaining regular contact with the participants. Given that the both classifications perform duties of similar complexity and nature, it is appropriate to allocate the new classification to Classified Employees Salary Schedule #260 (\$52,596-\$72,552/annual).

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: BASIC NEEDS SPECIALIST**

**BASIC FUNCTION:**

Under the direction of an assigned administrator, a Basic Needs Specialist plans, coordinates, implements and evaluates a broad set of activities pertaining to students' basic needs, including providing direct support to students by planning, organizing, and implementing individualized basic needs solutions.

**REPRESENTATIVE DUTIES:**

Oversee the development of resources, programs, events, and services as related to social services work to support students' basic needs including housing, food, mental health, and employment. *E*

Establish local and regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies pertaining to student basic needs; partner with food bank affiliates and other non-profit entities to support students to secure resources. *E*

Coordinate college-wide food pantry efforts, including providing work direction to student workers, coordinating staffing; ordering, receiving, and stocking food items; and maintaining food quality controls. *E*

Assist students applying for food assistance programs offered through the California Department of Social Services by providing information about programs, prescreening program participants, aiding with completing applications, and providing appropriate program participation verification documents. *E*

Refer students seeking employment to applicable college or community resources. *E*

Maintain regular contact with program participants to determine student needs and provide information regarding available services. *E*

Refer students to applicable community, business and governmental agencies, as well as appropriate student and academic support services offered by the college. *E*

Coordinate and attend outreach events to inform students of the Basic Needs Program; assist students with the application process. *E*

Communicate with faculty, staff, students, administrators, other educational institutions, community and business representatives, vendors, governmental agencies, and the public regarding available services, eligibility requirements, policies, timelines, required forms, and other information related to the Basic Needs Program. *E*

Communicate the objectives, progress, and outcomes of the program initiatives to faculty, staff, students, administrators, other educational institutions, community and business representatives, vendors, governmental agencies, and/or the public. *E*

## **BASIC NEEDS SPECIALIST (continued)**

Plan joint events and participate in planning and implementation meetings with other college departments and programs, and business and community representatives. *E*

Serve as a District representative on various committees associated with the program. *E*

Monitor the program budget and make recommendations regarding allocation of resources and expenditure of funds. *E*

Coordinate the collection and analysis of data; participate in the preparation and submission of fiscal reports, program plans, progress reports, and other narrative and statistical reports as required and in accordance with District and external agency requirements. *E*

Compose, format, prepare and distribute correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials; create and disseminate outreach materials to support the Basic Needs Program. *E*

Troubleshoot and resolve problems and recommend solutions related to student's basic needs.. *E*

Provide guidance and technical direction to project personnel, including student workers. *E*

Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Applicable and available community, business, governmental, and other available resources and programs for underrepresented students

Principles of budget preparation and management

Student assessment and counseling techniques for the purpose of determining program eligibility

Mission, objectives, and goals of the program

Applicable laws, rules, regulations, and policies related to program activities and services

Customer service and public relations methods and techniques

Principles of organization, collection, and storage of data

Principles and practices of business communication and report preparation

Methods and techniques of proper phone etiquette

Principles and procedures of record keeping and filing

Office productivity computer applications including word processing, spreadsheet, email, and database applications

District organization, operations, policies, and objectives

Fundamentals of English grammar, spelling, and composition

Basic arithmetic

Proper lifting techniques

Loading and unloading techniques

Proper safety standards and procedures required for the operation of a food service facility

### ABILITY TO:

Provide information and assistance to students, employees, and the public



## **BASIC NEEDS SPECIALIST (continued)**

Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures related to the program

Establish and maintain partnerships with local businesses and community organizations

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications as well as specialized software applications

Utilize social media to disseminate information regarding the program

Learn and apply new information and skills

Type, keyboard, and/or enter data at a speed necessary for successful job performance

Understand and carry out oral and written directions

Communicate clearly and concisely, both orally and in writing

Collaborate with others to carry out work

Demonstrate sensitivity to students, colleagues, and clients with diverse cultures, languages, ethnic, and socioeconomic backgrounds

Establish and maintain effective working relationships with those contacted in the course of work

Prepare reports by gathering and organizing data from a variety of sources

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving

Plan and organize work to meet changing priorities and deadlines

Work independently with little direction

Prepare and deliver oral presentations

Establish and maintain effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Complete work with many interruptions

Operate a vehicle, observing legal and defensive driving practices

Provide guidance and technical direction to others

Drive a District vehicle to various locations to pick up and deliver goods

Observe health and safety regulations

### **EDUCATION AND EXPERIENCE:**

A bachelor's degree from a recognized college or university **AND** one year of experience working in a human services or social services capacity.

**OR**

An associate degree from a recognized college or university **AND** three years of experience working in a human services or social services capacity.

### **LICENSES AND CERTIFICATES:**

Valid California Driver's License

Possession of a Valid California Food Handler Card is preferable

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** MICHAEL ARNOLDUS  
DIRECTOR OF EMPLOYMENT SERVICES/PERSONNEL COMMISSION

**SUBJECT:** REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION AND TITLE CHANGE OF  
CLASSIFICATION SPECIFICATION FOR CAREER RESOURCES SPECIALIST II

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the following:

- A. Reestablishment of the classification of Career Resources Specialist II
- B. Title change to Career Resources Specialist

**BASIS OF RECOMMENDATION:**

Ventura College has identified a need for the abolished classification of Career Resources Specialist II. Consequently, it is proposed that the classification be reestablished. Given that there is no longer a Career Resources Specialist I classification, it is recommended that the subject classification be retitled to reflect that it is not a part of a series.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: CAREER RESOURCES SPECIALIST II**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide for college programs in career development, job placement and transfer; provide information to students, staff and visitors relating to career development, placement and transfer; coordinate special events related to programs served.

**REPRESENTATIVE DUTIES:**

Operate the Career Development, Placement and Transfer Center; work closely with students to respond to questions or needs dealing with careers, transfers and job opportunities. *E*

Develop, maintain and update effective career resources and services; administer, score and interpret various career guidance tests and inventories. *E*

Provide information and advice to students concerning job placement as needed; participate in job recruitment activities; maintain job boards of available positions. *E*

Oversee the testing and transfer program functions assigned to the Center. *E*

Maintain communication with various employers in the area to establish or maintain jobs for students. *E*

Plan and coordinate special events, tours and professional visitations; develop policies and procedures for special events, including Job Faire. *E*

Plan and develop publicity for career development and placement; design brochures and flyers promoting the services of the career center. *E*

Oversee the scholarship program as assigned; compile and distribute information; authorize release of funds. *E*

Serve as liaison between the Career Center and community agencies, high schools, and other organizations in the area of Career Placement. *E*

Review and analyze resource materials to be purchased for the career center including books, audio-visual films and office supplies; direct the evaluation, purchase, classifying, processing and filing of useful career guidance information and materials. *E*

Perform related duties as assigned.

## **CAREER RESOURCES SPECIALIST II (continued)**

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Career planning tools and assessments
- Job recruitment and placement procedures and techniques
- College educational process and requirements
- Oral and written communications skills
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Applicable sections of State Education Code and other applicable laws
- Technical aspects of field of specialty
- District organization, operations, policies, procedures and objectives
- Various rules and regulations concerned with career counseling
- Basic counseling skills
- Public relations techniques

#### ABILITY TO:

- Communicate effectively both orally and in writing
- Learn to interpret, apply and explain rules, regulations, policies and procedures
- Complete work with many interruptions
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Plan and organize work
- Develop effective advertising and publicity for the career center
- Coordinate a variety of special events

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of two years of college with a major in business, social services or related field and two years of student services or related experience in an educational setting.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

- Career Development and Placement Center office environment
- Driving a vehicle to conduct work
- Constant interruptions and frequent interaction with students, staff and the public

**CAREER RESOURCES SPECIALIST II (continued)**

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment  
Sitting for extended periods of time  
Hearing and speaking to exchange information  
Seeing to read and review documents  
Light lifting of materials  
Reaching to file and retrieve records

Summary of Changes to Minimum Qualifications for HR Assistant and HR Tech Series

Classification	Current	Recommendation
<u>HR Assistant</u>	<p>A. Graduation from high school or evidence of equivalent educational proficiency AND three years of clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records.</p> <p style="text-align: center;">OR</p> <p>B. An associate degree AND two years of clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records.</p> <p style="text-align: center;">OR</p> <p>C. A bachelor's degree AND one year of clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records.</p>	<p>A. Graduation from high school or evidence of equivalent educational proficiency AND two years of clerical experience, including entering data, preparing correspondence, and organizing/maintaining records.</p> <p style="text-align: center;">OR</p> <p>B. An associate degree from a recognized college or university AND one year of clerical experience, including entering data, preparing correspondence, and organizing/maintaining records.</p> <p style="text-align: center;">OR</p> <p>C. A bachelor's degree from a recognized college or university.</p>
<u>HR Technician (Confidential)</u>	<p>Any combination equivalent to:</p> <p><u>Education:</u> An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.</p> <p><u>Experience:</u> 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.</p>	<p>A. Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>B. Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>C. Any bachelor's degree from a recognized</p>

		<p>college or university, preferably supplemented by coursework in human resources, business, or related field AND one year of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>D. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field.</p>
<p><u>HR Technician II</u></p>	<p>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.</p> <p style="text-align: center;">OR</p> <p>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</p>	<p>A. Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>B. Any bachelor's degree from a recognized college or university, preferably supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>C. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field AND one year of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>D. A master's degree from a recognized college or university in public administration, business, human resources administration, or a related field.</p>

	<p>complex organizational policies pertaining to personnel administration.</p>	
<p><u>HR Tech II</u> <u>(confidential)</u></p>	<p>Any combination equivalent to:</p> <p><u>Education:</u> An associate degree, preferably including or supplemented by coursework in human resources, business, or a related field.</p> <p><u>Experience:</u> 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.</p>	<p>A. Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>B. Any bachelor's degree from a recognized college or university, preferably supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>C. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field AND one year of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.</p> <p style="text-align: center;">OR</p> <p>D. A master's degree from a recognized college or university in public administration, business, human resources administration, or a related field.</p>



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT****CLASSIFICATION TITLE: HUMAN RESOURCES ASSISTANT****BASIC FUNCTION:**

Under general supervision, perform responsible technical-clerical duties in the areas of recruitment, examination administration, development and maintenance of confidential personnel records and files, and the preparation of related reports; provide information and assistance to District personnel, staff and the public regarding personnel matters.

**REPRESENTATIVE DUTIES:**

Perform a variety of responsible clerical duties related to the recruitment, examination, selection, processing and maintaining of personnel. *E*

Prepare and distribute job announcements and advertisements for classified and academic positions; determine closing dates and determine and schedule examinations; recruit and schedule screening/examination panel members for classified vacancies; compile information for panel members. *E*

Assemble and organize screening materials for academic vacancies; refer academic files to appropriate department for selection process; review screening results and notify candidates accordingly. *E*

Establish and maintain computer database for each recruitment; log demographic, biographic, and ethnic applicant data, track progress in selection process; prepare, distribute, and record related computer reports using MS Access and Excel; maintain files of applicant records. *E*

Assemble and organize screening/written and oral examination materials for classified vacancies; administer and score performance and written examinations as applicable; review screening/examination results and notify candidates accordingly/ establish classified eligibility lists. *E*

Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters, such as available jobs, employment verification, minimum qualifications, personnel rules, policies and procedures. *E*

Prepare, type, update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verify and post information as necessary to assure completeness and accuracy. *E*

Determine status of open positions; initiate documentation for advertising, interviewing and selection of employees; establish and maintain classified eligibility lists; assist in the development of position announcements, job descriptions, newspaper advertisements and interview questions. *E*

Certify eligible from active lists, respond to and correspond with candidates regarding scores, procedures, rank, etc. *E*

Conduct new employee orientation; review new employee records for completeness and

[Revised November 2018](#)

~~[Revised October 2013](#)~~

Established March 2000

## **HUMAN RESOURCES ASSISTANT (continued)**

compliance with applicable laws. *E*

Compose and type letters, memoranda, lists and other materials according to established procedures; prepare and issue notices for employees and supervisors; update, process and maintain related records as required. *E*

Receive application materials, screen resumes, correspondence, transcripts and other information for completeness of file. *E*

Maintain Human Resource module of District computer system; enter new employees and process changes to employee data; track a variety of personnel data such as Tuberculosis test expiration, performance evaluations, training and development activities, permanency and tenure status. *E*

Operate a computer to enter and retrieve data, maintain records and generate reports utilizing word processing, database and spreadsheet software. *E*

Sort, stamp and distribute mail; answer letters requiring routine information. *E*

Process unemployment claims according to established procedures. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Word processing, database, publishing, and spreadsheet software  
District human resources policies and Education Code requirements as they apply to academic and classified personnel systems  
Personnel Commission rules  
Modern office practices, procedures, and equipment  
Principles and procedures of records management  
Principles and practices of business communication  
Principles and practices of customer service and public relations  
Methods and techniques of proper phone etiquette  
Fundamentals of English grammar, spelling, and composition  
District organization, operations, policies and objectives

#### ABILITY TO:

Exercise initiative and independence of judgment and action  
Plan and organize work to meet changing priorities and deadlines  
Interpret, apply and explain rules, regulations, policies and procedures  
Learn and apply new information and skills  
Communicate clearly and concisely, both orally and in writing  
Understand and follow oral and written directions  
Make arithmetic calculations quickly and accurately  
Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources  
Enter data at a speed necessary for successful job performance

## HUMAN RESOURCES ASSISTANT (continued)

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports

Establish and maintain cooperative and effective working relationships with others

Travel to various sites to perform work as needed

### EDUCATION AND EXPERIENCE:

A. Graduation from high school or evidence of equivalent educational proficiency AND ~~three-two~~ years of clerical experience, including ~~experience~~ entering data, preparing correspondence, and organizing/maintaining records.

OR

B. An associate degree from a recognized college or university AND ~~two-one~~ years of clerical experience, including ~~experience~~ entering data, preparing correspondence, and organizing/maintaining records.

OR

C. A bachelor's degree from a recognized college or university. ~~AND one year of clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records.~~

### ~~WORKING CONDITIONS:~~

#### ~~ENVIRONMENT:~~

~~Office environment~~

#### ~~PHYSICAL ABILITIES:~~

~~Dexterity of hands and fingers to operate office equipment~~

~~Sitting for extended periods of time~~

~~Bending at the waist~~

~~Reaching overhead, above the shoulders and horizontally to retrieve files~~

~~Lifting light objects~~

## 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. *E*

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

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

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

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

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

Respond to written and verbal requests for verification of employment. *E*

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

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

Represent the supervisor at workshops and meetings as assigned. *E*

Perform other duties as assigned.

*E* = Essential duties

**KNOWLEDGE AND ABILITIES:**

[Revised November 2018](#)

~~[Revised December 2013](#)~~

Established May 2006

## **HUMAN RESOURCES TECHNICIAN, (CONFIDENTIAL) (continued)**

### 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  
[Travel to various sites to perform work as needed](#)

### **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.](#)

**HUMAN RESOURCES TECHNICIAN, (CONFIDENTIAL) (continued)**

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.

A. Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

B. Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

C. Any bachelor's degree from a recognized college or university, preferably supplemented by coursework in human resources, business, or related field AND one year of experience performing complex technical clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

D. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field.

**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

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## 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 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 ~~the a~~ human resources ~~component of the fully integrated business 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, 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. ~~E~~

Collect, review, and summarize human resources data and draft related reports; identify trends and concerns and present recommendations for improvement of operations. ~~E~~

Serve as the functional lead for ~~the~~ human resources-related database resources component of the fully integrated business management systems ~~(Banner)~~; 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~~

~~Collect, review, and summarize human resources data; identify trends and concerns and present recommendations for improvement of operations.~~ ~~E~~

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. ~~E~~

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. ~~E~~

Revised November 2018

Title Change and Revision May 2015

Established April 2008

## HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

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 operations is up-to-date. *E*

Attend job fairs and represent the department and workshops and meeting as assigned. *E*

Travel to various sites to conduct work as needed.

~~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*~~

~~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*~~

~~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 operations is up-to-date. *E*~~

~~Respond to written and verbal requests for verification of employment. *E*~~

~~Represent the Director of Human Resources Operations at workshops and meetings as assigned. *E*~~  
~~May provide guidance and 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*



## HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

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:

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

## HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)

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  
[Travel to various sites to conduct work as needed](#)

### 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.~~

~~A. Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.~~

~~OR~~

~~B. Any bachelor's degree from a recognized college or university, preferably supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.~~

~~OR~~

**HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL) (continued)**

C. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field AND one year of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.

OR

D. A master's degree from a recognized college or university in public administration, business, human resources administration, or a related field.

**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~~

**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*

## HUMAN RESOURCES TECHNICIAN II (continued)

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  
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  
[Travel to various sites to conduct work as needed](#)

### **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](#)

## HUMAN RESOURCES TECHNICIAN II (continued)

~~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.~~

~~Any associate degree from a recognized college or university, preferably including or supplemented by coursework in human resources, business, or related field AND three years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.~~

~~OR~~

~~Any bachelor's degree from a recognized college or university, preferably supplemented by coursework in human resources, business, or related field AND two years of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.~~

~~OR~~

~~A. A bachelor's degree from a recognized college or university in public administration, business, human resources administration, or a related field AND one year of experience performing complex technical/clerical functions requiring the entry, review, and maintenance of electronic data stored in a database, preferably in support of human resources activities.~~

~~OR~~

~~B. A master's degree from a recognized college or university in public administration, business, human resources administration, or a related field.~~

### ~~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~~