



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR FEBRUARY 21, 2019 **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 – January 17, 2019
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. **REVISION OF A CLASSIFICATION SPECIFICATION**
Marketing Specialist
Financial Aid Technician
9. **RECLASSIFICATION OF A POSITION AND Y-RATE**
From: Human Resources Technician (Confidential)
To: Human Resources Technician I
10. **RECESS TO CLOSED SESSION**
None

11. RECONVENE IN OPEN SESSION

N/A

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is March 21, 2019 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.

14. 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 January 12, 2019 –February 13, 2019

Current Classified Selection Processes (Between 01/12/19 to 02/13/19)									
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
Administrative Assistant (bilingual)	149	OC	11/21/18	12/06/18	Written/Performance Examination/Technical Interview	N/A	12/17/18 – 12/19/18	01/15/19	01/17/19
Basic Needs Specialist	58	VC	12/14/18	01/02/19	Training and Experience Evaluation/Technical Interview	01/14/19	N/A	01/29/19	01/31/19
Business Office Assistant I (seasonal)	41	MC	02/01/19	02/17/19	Written/Performance Examination/Technical Interview	N/A	02/25/19 – 03/01/19	03/04/19 – 03/08/19	03/12/19
Clinical Simulation Specialist	TBD	VC	02/13/19	02/28/19	Training & Experience Examination /Technical Interview	03/01/19 – 03/08/19	N/A	03/18/19 – 03/22/19	03/26/19
Community College Police Officer I	6	DAC	02/08/19	02/24/19	Written/Performance Examination/Technical Interview	N/A	03/04/19 – 03/08/19	03/18/19 – 03/22/19	03/26/19
Curriculum Technician	37	OC	12/19/18	01/02/19	Written/Performance Examination/Technical Interview	N/A	01/24/19	02/15/19	02/18/19
Director of Outreach	11	MC	02/07/19	02/21/19	Training & Experience Examination /Technical Interview	02/22/19 – 02/28/19	N/A	03/11/19 – 03/15/19	03/19/19
Grant Director – Career and Technical Education	20	MC	01/09/19	01/24/19	Training & Experience Examination/Technical Interview	01/31/19	N/A	02/12/19	02/14/19
Human Resources Assistant	33	DAC	02/12/19	02/26/19	Written/Performance Examination/Technical Interview	N/A	03/11/19 – 03/15/19	03/28/19	04/01/19
Human Resources Technician II	38	DAC	12/05/18	12/19/18	Training & Experience Examination /Technical Interview	01/07/19	N/A	01/22/19	01/24/19
Instructional Lab Technician I – Learning Resources	18	VC	01/25/19	02/18/19	Training & Experience Examination/Technical Interview	02/25/19	N/A	03/08/19	03/12/19
Instructional Technologist – Designer	26	OC	11/26/18	12/10/18	Written/Performance Examination/Technical Interview	N/A	01/07/19	01/18/19	01/22/19

Current Classified Selection Processes (Between 01/12/19 to 02/13/19) (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
Office Assistant (bilingual)	182	VC	01/17/19	02/01/19	Written/Performance Examination/Technical Interview	N/A	02/11/19-02/20/19	03/01/19	03/05/19
Performing Arts Center Technician Director	11	MC	11/26/18	01/01/19	Technical Interview	N/A	N/A	01/30/19	02/01/19
Research Analyst	53	MC/OC	12/19/18	01/15/19	Training & Experience Examination/Technical Interview	01/23/19	N/A	02/04/19 – 02/08/19	02/12/19
Student Services Assistant	56	MC	02/05/19	02/19/19	Written/Performance Examination/Technical Interview	N/A	02/27/19 - 03/05/19	03/14/19 – 03/20/19	03/22/19
Student Success and Support Specialist II	28	MC	02/05/19	02/19/19	Training & Experience Examination/Technical Interview	02/20/19-02/26/19	N/A	03/11/19 – 03/15/19	03/19/19
Web Developer	29	DAC	12/19/18	01/03/19	Written/Performance Examination/Technical Interview	N/A	01/23/19	02/04/19 – 02/08/19	02/12/19

Current Classified Positions Filled (As of 02/13/19)					
Employees Hired	Classification	Position Number	Location	Status	Effective Date
Alexis Bahena	Custodian	VCU055	VC	Probationary (new)	02/11/19
Ioana Caranica	Instructional Lab Technician II – Nursing	MCU441	MC	Probationary (new)	01/22/19
Jenine Daly	Human Resources Technician II	DCU014	DAC	Probationary (promotion)	01/30/19
Angelina Gomez	Child Development Associate	MCU037	MC	Probationary (promotion)	01/22/19
Eric Gonzalez	Custodian	XCU100	OC	Probationary (new)	01/22/19
Shelia Lu	Accounting Technician	XCU356	OC	Probationary (new)	01/14/19
Edlin Marquez	Financial Aid Specialist (Bilingual)	XCU427	OC	Probationary (new)	01/28/19
Kristen McCloskey	Administrative Assistant	MCU015	MC	Voluntary Demotion	02/12/19
Karla Montenegro Gonzalez	Student Success and Support Specialist II	MCU510	MC	Probationary (new)	02/11/19
April Montes	Program Coordinator I	VCU591	VC	Lateral Reassignment	01/14/19
Alex Yopez	Student Success and Support Specialist II	VCU119	VC	Probationary (new)	01/28/19

Current Classified Positions Pending (As of 02/13/19)			
Classification	Position Number	Location	Date List Certified
Costume Technician	VCU051	VC	12/05/18
Custodian	VCU066 VCU060 VCU064	VC	01/02/19
Office Assistant	VCU385	VC	01/09/19
Student Services Assistant	MCU521	MC	10/22/18
Student Services Assistant	XCU426	OC	10/31/18
Student Success and Support Specialist II	MCU513 MCU514	MC	01/14/19 01/14/19
Zoo Operations Assistant	MCU462	MC	01/07/19

Upcoming Recruitments		
Classification	Position Number	Location
Child Development Assistant	MCU420	MC
Community College Police Lieutenant	WSC003	DAC
Counselor Assistant	MCU489 MCU524	MC
Admissions & Records Technician	MCU401	MC
Student Success and Support Services Supervisor	MSC137	MC
Financial Aid Technician – Bilingual	VCU140	VC
Director of Facilities, Maintenance and Operations	VMC075	VC
Student Outreach Specialist	MCU525 VCU600	MC VC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Office Assistant	MC	08/03/18	In progress
Carpenter	OC	11/27/18	In progress

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: MARKETING SPECIALIST****BASIC FUNCTION:**

Under general supervision, design marketing materials and coordinate, plan, and implement marketing-related activities that promote interest in district-wide and/or college-specific programs, services, and events.

REPRESENTATIVE DUTIES:

Design, write, and edit marketing and outreach materials for distribution to the public; coordinate all phases of the production of promotional marketing materials, including writing, layout, photography, design, printing, and distribution of materials. *E*

Provide input and technical support relative to the planning, development, and implementation of the annual district-wide and/or college marketing plans and targeted marketing campaigns; assist with conducting district-wide, college, and community based needs assessments including conducting focus groups and administering assessment surveys; ensure district-wide/college marketing activities are conducted in collaboration with outreach programs as appropriate. *E*

Establish and implement district-wide and college marketing-related standard operating procedures and guidelines to ensure consistency of marketing materials and practices; assist in monitoring content and branding of websites and portals. *E*

Photograph district-wide and college events for marketing-related purposes; maintain photo library for marketing-related uses. *E*

Conduct evaluations to assess the effectiveness of all marketing strategies, programs, materials, and activities; maintain a database of marketing-related information. *E*

Maintain and post information on event calendars, marquees, portals, and social media platforms. *E*

Write, coordinate, monitor, and track online promotional marketing initiatives, including ads, e-campaigns, search engine optimization, and web analytics. *E*

Assist in conducting the district-wide publications audit and maintain publications library. *E*

Participate in the coordination of district-wide/college events and activities, including coordinating the arrangement of facilities, overseeing preparation and set-up activities, arranging and supervising vendor services, notifying attendees and participants, and preparing associated materials. *E*

Process and monitor marketing-related purchase requisitions and invoices; order and maintain an inventory of marketing supplies. *E*

CLASS TITLE: MARKETING SPECIALIST (continued)

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies, and objectives
Principles of marketing and outreach in higher-education
Correct English usage, grammar, spelling, punctuation, and vocabulary
Common word processing, spreadsheet, database, and desktop publishing software programs
including Adobe InDesign and Microsoft Publisher
Methods and techniques of desktop publishing including layout, design, and printing
Methods and techniques of photography
Principles of general and financial record-keeping

ABILITY TO:

Communicate effectively, both orally and in writing
Learn and use emerging technologies
Analyze situations accurately and develop effective courses of action
Work independently with little direction
Organize and prioritize work to meet schedules and timelines
Establish and maintain effective working relationships with others
Use a 35 mm and/or digital camera, video camera, scanner, and computer

EDUCATION AND EXPERIENCE:

A bachelor's degree from a recognized college or university AND two years of experience coordinating projects and designing and implementing marketing materials and strategies of comparable complexity to that of the assignment.

OR

A graduate degree from a recognized college or university AND one year of experience coordinating projects and designing and implementing marketing materials and strategies of comparable complexity to the assignment.

~~Any combination equivalent to a Bachelor's degree in marketing, graphic design, journalism, multi-media production or related field AND three years of professional level work experience designing and implementing marketing products and strategies.~~

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FINANCIAL AID TECHNICIAN

BASIC FUNCTION:

Under the direction of the Financial Aid Officer, perform a variety of technical and clerical support duties ~~pertaining to involved in the~~ federal and State financial aid programs and other major functions of the Financial Aid Office.

REPRESENTATIVE DUTIES:

Advise students and parents on federal and State programs in accordance with regulatory statutes; assist students with the completion of applications. E

Process financial aid applications, review documents for accuracy and completeness, and prepare and maintain student ~~files records; receive and review documents; make determinations in assisting students in file completion;~~ ensure the timely processing of financial aid. *E*

Perform preliminary reviews of loan requests to ensure compliance with all federal requirements; provide loan counseling as needed. E

Review academic transcripts to verify courses, units completed, grade level, and compliance with Satisfactory Academic Progress Standards. *E*

~~Inform and assist students with the financial aid process and with the completion of applications; collect student financial data. E~~

Provide technical information and assistance to students, staff, counselors, faculty, and administrators in the interpretation and clarification of financial aid programs; ~~assist with the planning and presentation of financial aid workshops. E~~

Plan, develop, and present at financial aid workshops. E

Prepare and maintain a variety of records, reports, letters, and files; compile information and enter data using fully-integrated, computer-based student information systems, databases, scanning and image recording systems, and other appropriate tools; perform other clerical support duties as needed. E

~~Process and maintain records; advise students on federal and state programs in accordance with regulatory statutes. E~~

~~Review and compile financial aid data for reporting purposes. E~~

PrepareDevelop, maintain, and update financial aid webpage content, social media platforms, newsletters, publications, brochures, and documents other informational and promotional materials. E

Revised February 2019

Revised February 2012

Established July 2002

FINANCIAL AID TECHNICIAN (continued)

~~Prepare correspondence, compile information, and maintain financial aid records; enter a variety of data into the computer to update student information; perform other clerical support duties as needed. *E*~~

Provide direction and guidance to student workers ~~or~~ and other clerical personnel. *E*

Perform ~~related~~ other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State, institutional, and federal student financial aid assistance programs, policies, rules, and regulations, including but not limited to State Education Code, Title IV regulations, Federal Register and other applicable laws, governing financial aid programs

Modern office practices, procedures, ~~and~~ equipment, and computer software applications

~~Use of~~ iInternet to access a variety of agency records and information

Fully-integrated, computer-based student information systems

Operation of document imaging systems

Methods and techniques of ~~R~~record-keeping ~~techniques~~

Financial aid rules, regulations, policies, and procedures

Basic ~~math~~ mathematical principles

Principles of ~~R~~report preparation

Correct English usage, grammar, spelling, punctuation, and vocabulary

Technical aspects of field of specialty

Financial programs for under-represented students

Interpersonal skills using tact, patience, and courtesy

Customer service and public relations methods and techniques

Oral and written communication skills

Operation of a computer and assigned software

ABILITY TO:

~~Perform a variety of duties involved in the federal and state financial aid programs and other major functions of the Financial Aid Office~~

Interpret and explain rules, regulations, procedures, and policies, ~~and catalogues~~ regarding federal and State financial aid programs

Perform financial statistical record-keeping work for a variety of federal and State financial aid programs

Prepare and maintain reports, records, and files

Exercise sound judgment in ~~reviewing student financial aid applications~~ fulfilling the responsibilities of the position

Relate to students from diverse backgrounds

Establish and maintain effective working relationships with others

Compile and review data

Type statistical information and business correspondence accurately

Operate office equipment, including a calculator, computer, copier, scanner, and document imaging software

Make arithmetic calculations quickly and accurately

Analyze situations accurately and adopt an effective course of action

FINANCIAL AID TECHNICIAN (continued)

Plan and organize work according to established schedules and deadlines
~~Work confidentially with discretion~~
Communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: graduation from high school supplemented by related college level course work and two years of increasingly responsible experience involving public contact in a college financial aid office or similar public/social service environment.~~

An associate degree from a recognized accredited college or university AND one year of experience performing technical and/or administrative support functions in a student services area with student contact.

OR

Graduation from high school or evidence of equivalent educational proficiency AND two years of experience performing technical and/or administrative support functions in a student services area with student contact.

~~WORKING CONDITIONS:~~

ENVIRONMENT:

~~Financial Aid Office environment~~

~~Constant interruptions and frequent, heavy interaction with students, staff, outside agencies, and the public~~

PHYSICAL ABILITIES:

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

~~Sitting and/or standing for extended periods of time~~

~~Hearing and speaking to exchange information~~

~~Seeing to read documents~~

~~Lifting of materials, forms, and files~~

~~Reaching to file and retrieve records~~

**PERSONNEL COMMISSION
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
RECLASSIFICATION OF A POSITION**

RECOMMENDATIONS:

A. RECLASSIFICATION OF A POSITION AND Y-RATE

From: Human Resources Technician, Confidential (Classified Confidential Salary Schedule 240, \$49,560 - \$68,496/annual)	To: Human Resources Technician I (Classified Salary Schedule 240, (\$47,172 - \$65,172/annual)
Incumbent: Ann Nelson	Location: Human Resources Department; District Administrative Center

BACKGROUND:

Upon the request of the Personnel Commission, Commission staff inquired as to the nature of responsibilities that are assigned to two Human Resources Technician, Confidential positions located in the Human Resources Department to determine if such positions should be classified as "confidential." Commission staff determined that the subject positions are not assigned responsibilities consistent with the definition of a confidential employee. Consequently, it is recommended that the positions be reclassified. Because the position most recently occupied by Kristen McCloskey will be vacant as of the date this report is presented to the Commission, such position is not included in this recommendation. District administration wishes for the affected incumbent to retain her current salary to the extent possible.

BASES OF RECOMMENDATIONS:

- A.** Government Code 3540.1 defines a confidential employee as one "who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The subject position is not assigned responsibilities that fit within this definition. Therefore, it is recommended that the position be reclassified to Human Resources Technician I which is the non-confidential counterpart to the Human Resources Technician, Confidential classification.
- B.** Per Personnel Commission rule 295.4, District administration requests that the Commission approve y-rating the incumbent at her current salary effective with the reclassification of the position should the incumbent choose to voluntarily demote to the reclassified position.

STATUS OF INCUMBENT:

Effective with the reclassification of the position, the incumbent may request a voluntary demotion to the reclassified position or exercise placement rights available to her.

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

HUMAN RESOURCES TECHNICIAN, CONFIDENTIAL (continued)

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.

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.

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 I

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

HUMAN RESOURCES TECHNICIAN I (continued)

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
Travel to various sites to perform work as needed

EDUCATION AND EXPERIENCE:

- 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.

HUMAN RESOURCES TECHNICIAN I (continued)

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.