

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCE TECHNICIAN (CONFIDENTIAL)

Salary Range 22

BASIC FUNCTION:

Under the direction of the assigned supervisor in the Office of Human Resources and Employee Relations, performs a variety of technical duties related to the assigned Human Resources programs including employment, recruitment, benefits, compensation and record maintenance of the District's personnel; ensures accurate interpretation of Human Resources employment regulations as they pertain to compensation, recruitment and benefits, and ensures compliance with State and federal regulations and guidelines concerning personnel administration. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Performs a variety of technical duties related to assigned human resources programs including employment, recruitment, compensation, benefits and record maintenance of the District's employees. (E)
- Interprets, applies and explains human resources programs, District policies, State and federal employment laws and regulations, and collective bargaining agreements. (E)
- Prepares, processes and records personnel and technical data, reports, forms, contracts, surveys, records and other documents related to the human resources programs. (E)
- Gathers, researches, provides or handles documents, data or information related to employee grievances, employer's bargaining positions and negotiations proposals. (E)
- Processes a variety of forms regarding employee status; prepares correspondence involving personnel transactions; ensures confidentiality of information as appropriate. (E)
- Prepares and maintains a variety of personnel-related files, statistics and documentation, such as recruitment files/records, employee personnel files, seniority data and reports, department reports, collective bargaining and other reports. (E)
- Coordinates, gathers, and compiles statistical information and data, and prepares the State Chancellor's office MIS/Staff Data Report. (E)
- Prepares, types, updates, monitors and maintains a variety of forms, reports, bulletins, records, schedules, lists, reference manuals and files according to established procedures; verifies and posts information as necessary to assure accuracy and completeness. (E)
- Prepares recruitment materials for adjunct faculty pools, administrative, regular certificated, temporary certificated, and classified positions, and short-term employee/substitute hourly assignments; prepares and places advertisements in a variety of various local and nationwide publications; and attends job fairs, on and off campus, as necessary. (E)
- Coordinates the formulation of recruitment and selection committees; ensures compliance with EEO and regulations and guidelines and District policies and procedures. (E)
- Prepares, distributes, receives, records and maintains files of job applications, transcripts and other information; screens classified position employment applications for completeness and minimum qualifications. (E)
- Performs duties related to the examination of applicants as required; assembles and organizes written examination materials; administers, corrects and scores written exams; provides completed test materials and/or scores to interview committees for review. (E)
- Schedules and arranges interviews; gathers, prepares and distributes materials for interview candidates and selection committee packets; communicates with applicants regarding interview requirements; and arranges for equipment for interviews as needed. (E)
- Verifies previous employment of classified, adjunct faculty, and temporary short-term employees. (E)
- Maintains, records and distributes performance evaluations for probationary District classified employees; coordinates annual classified employee evaluations. (E)
- Manages the salary administration activities for all permanent and contracted employees; ensures accurate salary placements and professional development increments for full-time faculty; monitors accuracy in periodic increments for staff; adjusts salaries and step increases; (E)
- Prepares pay authorization sheets; inputs correct pay codes, hours and other information into assigned database(s); submits Board approval agenda items. (E)
- Prepares employment contracts for appropriate staff. (E)

- Processes the employment of employees including adjunct faculty, administrative, regular certificated, temporary certificated, classified, temporary short-term, and student workers; conducts new employee orientations as needed. (E)
- Determines eligibility of active and retired employees and their dependents for a variety of insurance plans; explain benefits to employees; collects premium payments for insurance from employees and retirees; assists employees in resolving benefits and insurance coverage issues; advises representatives or beneficiaries of deceased active or retired employees regarding insurance continuation, claim forms and release of final warrant. (E)
- Develops communications, announcements, fliers to notify employees of insurance enrollment periods; distributes enrollment materials and insurance information; prepares correspondence to employees regarding insurance eligibility and coverage; advises District staff of changes and updates to benefits coverage and materials for distribution to newly hired employees. (E)
- Compiles statistical information regarding a variety of insurance rates, benefits and costs; attends informational meetings as required; maintains direct contact and meets with insurance carriers and agents regarding rate renewals, contract changes, etc. (E)
- Maintains billing records for a variety of voluntary payroll deduction insurance plans and TSA accounts; implements employee payroll deductions for voluntary plans as requested including District paid benefits; reviews and balances bills for District paid benefits and voluntary plans; posts related data into appropriate database or software program. (E)
- Prepares monthly claims analysis; reviews and balances billings and files with insurance providers. (E)
- Keeps abreast of and ensures compliance with a variety of District policies and State and federal guidelines, laws and regulations concerning human resources and benefits administration. (E)
- Monitors, researches, documents claims; provides employer's information to Unemployment Office; may represent the college at hearings and remits assurance of employment letters. (E)
- Maintains Human Resources Office web pages.
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Two years of Human Resources generalist experience; **OR** college course work or professional training courses/workshops (e.g. SHRM, PIHRA, etc.) in personnel management, public administration, psychology, social & behavioral sciences, business administration or other related field and three years of increasingly responsible experience in a public personnel or human resources environment.

KNOWLEDGE OF:

- Methods, practices, terminology and procedures used in human resources and benefits administration.
- Recruitment and placement of certificated and classified employees.
- Applicable sections of State Education Code and other applicable laws.
- Laws, rules, regulations involved in assigned human resources activities.
- District human resources policies and procedures.
- Good oral and written communication skills.
- Basic mathematics with the ability to prepare various data using formulas and spreadsheets.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Proficient use of databases, spreadsheets, word processing and web-based programs.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Perform a variety of administrative support duties related to the human resources function.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records for the district's certificated and classified personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain confidentiality of personal, sensitive and collective bargaining information.
- Develop and maintain confidential human resources records.
- Provide information and assistance to employees, supervisors and administrators.

- Analyze situations accurately and adopt an effective course of action.
- Type at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Operate a variety of office equipment including a computer terminal.
- Distribute, screen and evaluate employment applications.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Multi-task and work under pressure to meet deadlines.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and time lines.
- Work independently with little direction.
- Train and direct the work of clerical employees.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provide work direction to hourly, student, and clerical employees.

CONTACTS: Co-workers, other departmental staff, security, advertisement personnel, news publications, and the general public.

PHYSICAL EFFORT:

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard for extended periods of time.

Reaching overhead, above the shoulders and horizontally to maintain files.

WORKING CONDITIONS:

Busy office environment with constant interruptions.