

Human Resources Technician

Definition

Under general supervision, performs a variety of responsible and complex technical and administrative duties in support of district wide human resources functions and activities; provides assistance to management staff by carrying out defined projects; gathers, synthesizes and analyzes a variety of data; queries, audits, updates and ensures the accuracy of the human resources Information database; and performs other related duties as required.

Examples Of Duties

Duties/essential functions may include, but not be limited to, the following:

- Performs a wide variety of responsible technical and administrative duties in support of the District's human resources functions and activities including compiling and preparing data necessary to produce technical reports in compliance with established District or governmental laws, regulations, codes, policies and procedures.
- Assists in preparing board agenda items and reports for the District Governing Board agenda.
- Performs a variety of duties related to the Human Resources Information System including running routine and specialized queries and generating reports from the human resources database.
- Synthesizes, reports and performs preliminary analysis of HR database information.
- Identifies and develops new processes and procedures to increase the efficiency, effectiveness, and/or timelines of the database.
- Audits specific areas of the database as necessary.
- Solves individual and/or systemic database problems.
- Performs routine maintenance of the database.
- Assists other human resources staff with various staff recruitment efforts including preparing job announcements, supplemental questionnaires, and advertisements.
- Receives and reviews applications.
- Maintains recruitment files.
- Assists with employee processing duties including processing new hire paperwork and file maintenance.
- Responds to human resources inquiries.
- Provides information within the area of assignment.
- Resolves complaints in an efficient and timely manner.
- Creates and audits human resources system files for use during the annual budget process.
- Coordinates MIS staff data reporting to State Chancellor's Office.
- Develops and carries out procedures related to positions and functions effecting staff data files and meets with managers for discussion and implementation.
- Maintains a variety of records and files including confidential personnel files, department files, and recruitment files.

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- Operates a variety of office equipment including a computer, printer, copier, and facsimile machine.
- Utilizes various computer applications and software packages.
- Performs other related duties as required.

Minimum Qualifications

Knowledge of:

- Basic human resources functions and procedures.
- Competency with querying, managing and troubleshooting the Human Resources Information System.
- Basic principles and practices of recruitment, selection, salary and benefits administration, classification, and record keeping.
- Methods and techniques for basic report preparation and writing.
- Public relations techniques and procedures.

Skill/Ability to:

- Perform a variety of technical duties in a variety of areas related to the human resource function.
- Enter and retrieve data using a personal computer with speed and accuracy; compile, analyze, and summarize information and data.
- Perform mathematical calculations quickly and accurately.
- Prepare comprehensive reports.
- Communicate effectively and tactfully in both oral and written form.
- Analyze situations accurately and adopt an effective course of action.
- Use independent judgment, initiative and problem-solving skills.
- Perform technical human resources database maintenance.
- Perform complex queries from the human resources database.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education/Experience

- Equivalent to completion of an AA/AS degree from an accredited college with course work in human resources, computer technology, business or a related field. Two years of technical work experience in administration of human resources and/or payroll functions may be substituted for one year of college.

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- Two years of responsible experience in performing human resources assignments, including handling sensitive and confidential material, handling multiple and complex tasks simultaneously, and setting priorities. Experience should include working directly with the human resources and payroll functions including database queries, database management, and problem-solving database-related issues.
- A valid Class C California driver's license.

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