

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Academic Services Technician

**Department:** Academic Services

**Location:** EVC or SJCC

**Date:** November 9, 2016

---

---

**POSITION PURPOSE**

Under general supervision, the Academic Services Technician performs a variety of duties to support the campus HR, Payroll and Schedule operations in the areas of adjunct faculty employment, full time academic overload assignments, employment documentation and the schedule production process. Incumbent in this role assists in developing guidelines for the areas assigned; advises division managers with the hiring process and procedures of adjunct faculty and regular faculty; maintains employee information in the District data management system and personnel files; and applies collective bargaining agreements for specific areas of responsibility.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Perform various employment activities involved in the employment process for academic positions in compliance with the District/Federation of Teacher's collective bargaining agreements, Equal Employment Opportunity, and related state, federal laws and regulations.
2. Compile and assemble new hire orientation packets and schedule orientation meetings.
3. Collect, process and monitor employment paperwork for full time faculty overload and adjunct faculty assignments; notify supervisors of compliance or non-compliance with Education Code and District policy.
4. Update and maintain adjunct faculty Seniority Rights Preference (SRP).
5. Maintain employee information in the information system. Update employment records and computer files which includes posting adjunct faculty evaluations.
6. Act as a backup in assembling and preparing personnel actions for the Board Agenda.
7. Monitor and track employee leaves.
8. Respond to inquiries regarding adjunct faculty employment procedures, application and hiring process.
9. Assist in responding to employee inquiries regarding employment benefits, CalSTRS, APPLE, tuberculosis clearances, etc.
10. Receive, initiate and maintain files and records such as personnel and payroll files in paper or electronically.
11. Prepare, process, and distribute a variety of technical documents, materials, departmental notices, employment forms and reports related to the personnel function of the campus and assist employees to prepare new and/or revised forms for personnel and payroll purposes.
12. Prepare responses to the EDD Unemployment Claims and liaison with the County Office of Education to assure claims processing in a timely and proper manner.

13. Assist in posting Section Roster for class schedule administration.
14. Assist and maintain schedule production process in the information system such as adding and changing faculty assignments, changing classrooms, and entering course section information, etc.
15. Assist with special projects such as faculty Assignment Contract, MIS Reporting etc.
16. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Pertinent Federal, State and local employment laws, public retirement benefits, and labor codes governing public agencies.
2. Policies, practices and procedures that govern District payroll and payroll processing.
3. Modern office practices and procedures including filing and the operation of office equipment including personal and on-line computers with related software.
4. Sufficient knowledge of generally accepted human resources practices and guidelines, fair employment practices, and laws.
5. Demonstrated skills of entering data onto data entry screens, accessing relational databases, and verifying numerical and demographic information.
6. Sufficient language and writing skills to prepare routine correspondence.

### **Ability to:**

1. Maintain confidentiality of personnel matters.
2. Prepare reports using excel spreadsheets or other applications.
3. Operate a personal computer and standard software applications and information systems.
4. Maintain cooperative working relationships and interact with employees, students, and/or the public in a helpful, courteous and friendly manner.
5. Communicate effectively both in writing and orally to management, faculty, staff, and the general public.
6. Learn and interpret the policies, procedures, techniques, and rules governing human resources management at the District within a reasonable time period.
7. Perform and prioritize multiple tasks under time constraints.
8. Work effectively with little supervision both independently and as a team.

### **Experience and Education:**

1. Associate degree.
2. One year of experience in human resources, business or related area.

3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Preferred Qualifications:**

1. Experience with advanced spreadsheets and Human Resources Information System reporting.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment

**Physical demands:**

1. Position requires the ability to sit for extended periods of time with intermittent walking, standing, reaching, and occasional carrying and lifting of lightweight materials (under 20 pounds).
2. Requires visual acuity and depth perception to recognize people, words, and numbers. Requires sufficient hand and finger dexterity and hand/eye coordination to use computer keyboard or common office equipment.

Board Approved: 11/8/16

Salary Range: 98

EEO-Category: 2B3 – Technical/Paraprofessional