

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

**Position:** Human Resources Technician

**Department:** Human Resources

**Location:** District Office

**Date:** April 2014

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**POSITION PURPOSE**

Under general supervision, this position performs a variety of duties to support the HR operation and other HR specialists in the areas of temporary employee hiring, applicant tracking, classified, management, and/or faculty employment. The incumbent initiates and assists in developing guidelines for those functions; advises departments with the hiring process and procedures of short-term and regular employees; maintains employee information in Human Resources information system; and applies collective bargaining agreements for specific areas of responsibility.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Perform various steps involved in the employment and recruitment process for academic and/or classified positions in compliance with collective bargaining agreements, Equal Employment Opportunity, and State and Federal laws.
2. Collect, process and monitor employment paperwork for all employees, including regular and hourly classified, faculty, management and short-term temporary employees.
3. Compile and assemble new hire orientation packets and schedule orientation meetings.
4. Monitor and track employee leaves (such as maternity, FMLA, catastrophic leaves, etc.)
5. Advise departments by explaining the hiring process and procedures for short-term, non-continuing employees, including eligibility and required paperwork. Track hourly and short-term positions and notify supervisors of compliance or non-compliance with Education Code and District policy.
6. Compile and distribute the employment reports on short-term, non-continuing positions to supervisors and union representatives.
7. Maintain employee information in the human resource information systems. Update employment records and computer files.
8. Assemble and prepare personnel actions for the Board Agenda; prepare employment, change of status, pro rata salary adjustments, termination and long-term leave forms for submission to Payroll.
9. Answer questions regarding employment procedures, application process, job openings, requisitions, and screening procedures for District positions.
10. Order, receive, initiate and maintain a variety of files and records such as personnel files, screening committee materials and position vacancy files.
11. Prepare response to Unemployment Claims and liaison with the County Office of Education to assure proper and expeditious claims processing.

12. Prepare, process, and distribute a variety of technical documents, materials, departmental notices, employment forms and reports related to the personnel function of the District and assist employees to prepare new and/or revised forms for personnel and payroll purposes.
13. Keep accurate salary placement and monitor required step increases for hourly employees and notifies Payroll of changes.
14. Maintain District insurance records and materials; serve as a liaison between employees and insurance carriers; troubleshoot employee benefit and billing problems as necessary.
15. Respond to inquiries regarding employment benefits, CalPERS, CalSTRS, tuberculosis clearances, and hourly employment, etc.
16. Research and resolve CalPERS and benefits discrepancies and notify Payroll of changes.
17. Coordinate the evaluation process for classified and management employees; monitor the signing process for all employee evaluations; track incomplete evaluations; communicate status of evaluation process to managers.
18. Perform other related duties as assigned.

**Knowledge of:**

1. A working knowledge of modern office systems, practices, and procedures.
2. Sufficient knowledge of generally accepted human resources practices and guidelines, fair employment practices, and laws.
3. Public retirement benefits, employment laws and labor codes governing public agencies.
4. Demonstrated skills of entering data onto data entry screens, accessing relational databases, and verifying numerical and demographic information.
5. Sufficient language and writing skills to prepare routine correspondence.

**Ability to:**

1. Maintain confidentiality of personnel matters.
2. Prepare accurate and comprehensive 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 both independently and as a team.

**Experience and Education:**

1. Associate degree.
2. One year of experience in a human resources or employment office.
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 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: 6/10/14

Drafted: 4/29/14

Salary Range: 98

EEO-Category: 2B3 – Technical/Paraprofessional