

Citrus College

Position Description

Position: Human Resources Technician I	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 36

Summary

Performs a variety of technical and advanced clerical work in the human resources areas of personnel status transactions, recruitment, development and maintenance of personnel files, employee communications, and the writing and typing of mandated reports.

Essential Duties and Responsibilities

- Provides information on personnel policies, rules and regulations. Assists employees with insurance, retirement, and salary placement questions or problems.
- Receives and reviews documentation on new employees. Verifies information and eligibility for benefits and retirement. Creates a personnel file and prepares related reports.
- Prepares and distributes employee contract letters per offer and acceptance agreement.
- Maintains and updates all personnel files. Ensures that all paperwork is up-to-date and that files comply with record retention requirements.
- May compute and/or verify salary adjustments for employees based on range, step, longevity, and other changes occurring from changes such as annual adjustments, reclassification, and out-of-class assignments. Refers date, salary rate, and related information to the Payroll department for processing.
- Enters new employee information onto a relational database of human resources information (HRS). Sets up prompts or separate schedules for identifying dates of employee status change (e.g., step-in-grade, longevity, professional development, performance appraisal).
- Notifies administrative staff of due dates for performance evaluations. Monitors receipt and follows up on late evaluations.
- Arranges for fingerprinting of new employees for record checks as directed. Processes necessary paperwork.
- Maintains personnel files and other confidential information. This requires extreme discretion when dealing with oral and written communications about employees.
- Provides procedural instructions and guidance to staff on recruitment and selection procedures, including strategies for outreach and the design and use of candidate testing and selection methods.
- Prepares and distributes position vacancy announcements, creating and presenting advertisements to newspapers, periodicals, external agencies, web sites, and other areas of access. Works with publishing agencies, newspapers, and employment agencies to post and monitor activity relating to job announcements.
- Accepts, controls, and processes applications for full and part-time positions. Reviews applications for required information, including, as appropriate, transcripts. Develops and maintains applicant mailing lists, ensuring up-to-date information.
- Sets up systems for centralized handling of recruitment activities such as, but not limited to, document control, information flow, and communications.
- Monitors the progress of selection committees during screening, assessment, and interviews. Facilitates committee processes by scheduling meetings, logistics, candidate testing, and communications.
- Composes letters regarding employment or other personnel matters. Processes wage verifications by phone or mail.
- May compile reports for external agencies. May compile statistics and trends. May calculate employee costs for specially funded programs.
- May conduct new employee orientations.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a working knowledge of generally accepted personnel management practices, including fair employment practices and laws.

Requires a working knowledge of recruitment and employment techniques, methods, and procedures including those for assuring equal employment opportunity.

Requires a basic knowledge of the features of classification, payroll procedures, and employee benefit plans.

Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.

Requires sufficient math skills to compute sums, averages, products, and quotients.

Requires sufficient human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions, and to facilitate discussions in individual settings.

Requires language, grammar, and writing skill to prepare professional correspondence, position advertisements, and informational brochures.

▪ Abilities

Requires the ability to carry out all aspects of the position.

Requires the ability to interpret the policies, procedures, techniques, and rules governing human resources management at the District.

Requires the ability to achieve harmony and cooperation in communications with others.

Requires the ability to prepare professional correspondence for routine communications.

Requires the ability to learn and apply laws, regulations, policies and procedures for equal employment opportunity.

Requires the ability to learn and apply the provisions of the District's collective bargaining agreements dealing with recruitment, selection, transfer, and assignment of salaries.

Requires the ability to maintain up-to-date files and ensure security and confidentiality of employee information.

▪ Physical Abilities

Position involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials (under 20 pounds).

Requires visual acuity and depth perception to recognize words and numbers; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment.

Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

▪ Education and Experience

Requires two years of college-level curriculum in human resource management, business, or related field and one year of experience in a human resources or employment office.

▪ Licenses and Certificates

May require a valid driver's license.

▪ Working Conditions

Work is performed indoors where minimal safety considerations exist.