

## Citrus College

## Position Description

Position: Human Resources Technician II	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 40

### Summary

Coordinates and performs activities to support the overall operation of the District's Human Resources Department.

### Essential Duties and Responsibilities

- Implements, communicates, and maintains a recruitment process contributing to the identification of quality job candidates and response to special needs. Directs recruitment to the most appropriate labor market and advertising media for obtaining desired skills and abilities.
- Conducts recruitment for candidates with special backgrounds and skills to conform to District needs. Verifies candidate backgrounds and references.
- Arranges for and may conduct pre-screening interviews of some levels of candidates. Assembles and distributes information to the hiring administrator. Facilitates interview scheduling and selection processes.
- Establishes and maintains an application tracking system by occupation and demographics. Coordinates and reviews the work activities of clerical support responsible for maintenance of the system.
- Maintains statistical and other data to support human resources reports such as those dealing with diversity. Compiles statistical reports concerning employment function activity such as recruitment, applicant flow, applicant demographics, pre-screening activities, interviews, and selection. May prepare reports to management and external regulatory agencies.
- Assists with verifying backgrounds of job candidates by conducting reference checks, administering testing, facilitating committee assessment, and participating in in-box question and answer reviews.
- Corresponds with job applicants on status of resume and application, employment opportunities, and status of active recruitment/selection processes. Delegates and/or personally composes letters regarding the employment process.
- Establishes and maintains a dedicated employment phone line. Ensures that instructions and job postings are kept up-to-date, are easy-to-understand, and contain instructions to facilitate mail or telephone response.
- Answers telephone and personal inquiries regarding opening and hiring procedures.
- Prepares recommendations for employment. Issues notices of employment to successful candidates.
- Coordinates and conducts orientation and processing of new employees explaining the quality of work life at the District plus policies, procedures, compensation, and benefit programs.
- Computes 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.
- Reviews, records, and processes professional development credits for faculty. Researches personnel files to verify years of service and current qualifying credits for professional development. Notifies faculty members and payroll of movement on the academic salary schedule. Calculates and forwards the rate information to Payroll.
- Enters new employee information onto a relational database of human resources information (HRIS) and Banner. Sets up prompts or separate schedules for identifying dates of employee status change (e.g., step-in-grade, longevity, professional development, performance appraisal).
- Schedules and/or conducts exit interviews of employees leaving the District. Analyzes data from these interviews to suggest improvement in the employment process and in general human resources management practices.
- Prepares materials for the board agenda, itemizing employee salary changes. Verifies information received from others on newly hired employees.

- Provides a variety of Human Resources-related information to staff and outsiders on personnel policies, rules and regulations.
- Interprets classified and faculty collective bargaining agreements as they related to compensation.
- Assists in the development of Human Resources-related policies and procedures.
- May participate in the determination of equivalency and faculty service areas for academic positions.
- May determine minimum qualifications of applicants.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires specialized knowledge of generally accepted personnel management practices, fair employment practices and laws.

Requires special knowledge and skills of the practices and techniques for effective recruitment; applicant document flow; and verification of ability to perform recruited positions.

Requires a working knowledge of salary and benefit programs and labor contracts.

Requires a working knowledge of relational databases for storing and retrieving human resources information.

Requires sufficient human relations skill to “sell” the District, to employ lines of inquiry that identify candidates, backgrounds, and abilities; to deal with confidential information; and to facilitate discussions in individual and small group settings.

Requires language and writing skills to prepare professional correspondence, candidate summaries, and various reports.

### ▪ **Abilities**

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

Requires the ability to learn, apply, and interpret the policies, procedures, techniques, and rules governing human resources management at the District within a reasonable time.

Requires the ability to achieve harmony and cooperation in communications with others; to prepare professional correspondence for routine communications with insiders and outsiders.

Requires the ability to conduct reference checks and pre-screen interviews.

### ▪ **Physical Abilities**

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).

Requires visual acuity and depth perception to recognize people, words, and numbers.

Requires sufficient 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 completion of an Associate’s degree in human resource management, industrial psychology, business, or related field and four years 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.