

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer (CHRO), perform a variety of complex and technical duties related to position control, recruitment, and labor relations. Provide administrative assistance to the CHRO and HR department including budgeting, purchasing, customer service, Board agenda, preparation of reports and documents, and other related administrative functions.

DISTINGUISHING CHARACTERISTICS:

Incumbents assigned to this classification are exposed to the formulation of District policy, and sensitive collective bargaining information and materials during the negotiating process, and are designated as Confidential positions.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

Process position requests for vacancies and new positions. Maintain position control in the HRIS database. Update and maintain organizational charts for the District. Provide position control reports as required. Create Board agenda items to add, change, or delete positions. **E**

Perform all recruitment activities for the District. Develop and post job announcements; develop and distribute job posting flyers; send out job announcements internally to employees; manage and track the advertising of vacancies and new positions; attend job fairs; screen applications for completeness; maintain applicant demographic information; analyze and adjust recruitment strategies to maximize qualified applicant pools; assist HR staff and screening committees with the applicant screening process as needed. **E**

Participate in labor negotiations as the recorder for the District and to prepare contracts as proposed and agreed upon during negotiations. **E**

Coordinate and manage specialized functions or projects independently as assigned; make decisions in accordance with State and federal laws and regulations, as well as College policies and procedures, and apply them to problem situations. **E**

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings on the CHRO's calendar; arrange travel accommodations and meetings as necessary. **E**

Research, analyze and evaluate a wide variety of issues, data, recommendations and alternatives as assigned; use independent judgment to develop and provide recommendations, suggestions or information as appropriate. **E**

Perform administrative support to assist the CHRO in meeting reporting requirements, functional responsibilities and research objectives; coordinate and manage assigned office; assign, schedule, coordinate, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner. **E**

Serve as liaison between the CHRO and the Superintendent/President, administrators, academic and classified staff, students, representatives of community agencies and the general public by relaying

messages, answering questions, clarifying information, responding to requests, resolving problems, explaining College policies and procedures or referring callers to the CHRO or others. *E*

Discuss and review calendar and events with the CHRO to assure timely coordination of office activities and status of assigned projects; prepare preliminary responses to correspondence for CHRO's approval. *E*

Assure that Board agenda items and supporting documents are developed, prepared and forwarded within timelines and legal guidelines; assure the CHRO receives timely notification of Board requests for information or action; maintain confidentiality of records and information as required. *E*

Monitor expenditure of funds and oversee office budget activities; maintain current account balances; recommend budget transfers, revisions and expenditures as needed; prepare purchase requisitions. *E*

Maintain calendars and coordinate committee and other meetings as assigned; review, update and inform the CHRO and others of essential timelines. *E*

Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate. *E*

Train, supervise and evaluate student workers and office assistants as assigned; order supplies and assure proper functioning of office equipment. *E*

Compose correspondence independently; format, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda and other materials according to established procedures and standards. *E*

Inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards. *E*

Establish complex, interrelated filing systems including confidential files; collect, compile and record narrative, statistical and financial data and other information; research and verify information as requested. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- College organization, operations, policies, procedures and objectives.
- Modern administrative office practices, procedures and equipment, including letter and report writing, financial and statistical record-keeping, receptionist and telephone techniques and etiquette.
- Equal Employment and Diversity.
- Recruitment strategies.
- Applicable sections of State Education Code and other applicable laws.
- Educational environment.
- Basic math.
- Basic research methods and techniques.
- Office management techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Public relations techniques.

Ability to:

- Plan, organize, coordinate, manage and participate in office operations.
- Use sound judgment and work independently.
- Analyze situations accurately and adopt an effective course of action.
- Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.
- Communicate effectively orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Relate effectively with people of varied cultural and socio-economic background using patience, tact, diplomacy and courtesy.
- Read, interpret, apply and explain College policies, procedures and regulations.
- Compile information and compose reports, business correspondence, and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.
- Work effectively to meet demanding schedules and multiple timelines.
- Work confidentially with discretion.
- Work independently and effectively with minimal supervision and constant interruptions.
- Operate word processing, spreadsheet, data base management and specialized software proficiently.
- Operate a variety of office equipment such as calculators, copiers, facsimile machine.
- Type, format, proofread, duplicate and distribute documents and other written materials.
- Maintain accurate statistical and financial records.
- Maintain complex, inter-related filing systems.
- Arrange for meetings and conferences.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in human resources, business administration or related field and four years increasingly responsible human resources or administrative experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>25</u> pounds. |
| <u>2</u> | I. | Ability to carry <u>25</u> pounds. |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.