

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES TECHNICIAN (CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of clerical and technical duties in support of Human Resources in the areas of recruitment and employment; interpret and apply policies and procedures as well as state and federal regulations to ensure compliance; provide administrative and clerical support to administrative staff.

This is a confidential class designated by the Board of Trustees of the Chabot-Las Positas Community College District under authorization of Chapter 10.7, Section 3540.1 of the Government Code.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Perform a variety of clerical and technical duties in support of Human Resources in the areas of recruitment and employment.
2. Participate in ensuring compliance with a variety of District policies and procedures as well as state and federal guidelines, laws, regulations, and collective bargaining agreements concerning human resources management.
3. Serve as initial contact for Human Resources office; answer and/or relay requests, telephone calls, electronic and regular mail; provide information to employees and the public on Human Resources programs and services.
4. Assist managers with the recruitment and selection process for District-wide positions and maintain all recruitment files.
5. Prepare and distribute position vacancy announcements to newspapers, periodicals, external agencies, web sites, District job hotline and other areas of access; work with publishing agencies, newspapers, and employment agencies to post and monitor activity relating to job announcements.
6. Provide employment and general information about the District to prospective job applicants, staff and students; compile and forward special request information.
7. Maintain employee TB status file and issue renewal notices.
8. Assist with the administration of on-line applicant tracking system.
9. Assist in collecting, assembling, and tabulating statistical records and a variety of data related to District employees and Union requests
10. Accurately maintain human resources database including employee information; regarding qualifications, position, work assignment and responsibilities; maintain demographic information for active employees.
11. Prepare reports, letters, and other memoranda as directed; maintain a variety of documents according to established procedures.
12. Operate a variety of office equipment including computers and applicable word processing applications; compose correspondence.
13. Assist with special projects and preparation for special events and job fairs as requested.

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14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic human resource practices including in the areas of recruitment and employment.
2. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
3. Interpersonal relationship skills using tact, patience, courtesy and diplomacy.
4. English usage, spelling, grammar and punctuation.
5. Principles and procedures of record keeping and filing.
6. Principles of business letter writing and basic report preparation.
7. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Perform a variety of clerical and technical duties in support of the human resource function.
2. Respond to requests from the general public and employees regarding District employment practices and procedures.
3. Plan, organize and prioritize work in order to meet schedules and timelines.
4. Maintain current, accurate and confidential records and files.
5. Prepare a variety of comprehensive and statistical reports.
6. Understand and follow oral and written instructions.
7. Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
8. Work confidentially with discretion.
9. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in business administration, human resources or a related field.

Experience:

One year of responsible technical experience in human resources.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office

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equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

12/16/97; 5/16/00; 1/15/04

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Confidential