

DESERT COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION

Under the direction of the Vice President, Human Resources & Labor Relations, perform a wide variety of administrative clerical duties in support of the Office of Human Resources.

REPRESENTATIVE DUTIES

1. Perform administrative duties and assist the Vice President (VP) with a variety of technical, clerical, and administrative duties; facilitate communications and coordinate activities between the VP, staff, public and other personnel. Work confidentially with discretion concerning personnel and disciplinary procedures.
2. Greet students, employees and the public; communicate information in person or by telephone where judgment, knowledge and interpretation of policies, procedures and regulations are necessary; receive, open and distribute mail; answer telephone calls and refer to appropriate staff members.
3. Assist with the functions of the Human Resources Generalist, including the management of the online applicant tracking system, onboarding new employees and the personnel database.
4. Prepare and maintain documents for the recruitment, screening and interview processes; assist with the preparation and administer skills test and assessments.
5. Operate a variety of office machines and equipment including a computer and applicable software including work processing, spreadsheets, database management, copier and email.
6. Review documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; compose and type correspondence, memorandum and forms independently or from oral instructions; maintain personnel and office files; order and maintain office supplies and other materials.
7. Compile data for reports as requested; track, maintain and report statistical applicant pool and other employee data to meet District, state and federal reporting requirements.
8. Initiate and monitor new-hire onboarding processes, both electronic and paper, as appropriate.
9. Process new employees and others for entry into the database and payroll. Review documents for completeness and accuracy.
10. Arrange and schedule a variety of meetings, appointments and conferences; prepare materials for meetings as assigned. Attend a variety of meetings as assigned and provide administrative staff support to committees, including taking and transcribing minutes of meetings. Serve on committees as assigned.
11. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.

12. Monitor budget expenditures and transfers; maintain financial records and current account balances as assigned.
13. Seek and participate in professional development activities.
14. Other related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Operations, procedures and methods of office to which assigned; modern office practices, procedures and equipment; record-keeping techniques and alpha and numeric filing systems; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; receptionist and telephone techniques.

Ability to: Perform a wide variety of secretarial and clerical duties in support of the Office of Human Resources; assemble data for the preparation of reports; maintain complex and varied files and records; learn, interpret and apply rules, regulations, policies and procedures; operate a variety of office machines and equipment, including a computer and demonstrate ability to utilize work processing programs, spreadsheets, database management, and other applicable software, as well as calculator, copier and other equipment; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing to exchange information in person and on the telephone; meet schedules and time-lines; prepare and type reports, correspondence and related materials; work confidentially with discretion with sensitive and private information applicable to personnel, collective bargaining and other union matters; work independently with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters, bend at the waist, kneel or crouch to file materials; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three (3) years administrative or technical clerical experience including some public contact.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Classified Bargaining Unit

Classified Salary Schedule: Range 10

Approved: 2/2015