

DESERT COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES TECHNOLOGY SPECIALIST

BASIC FUNCTION

Under the direction of the Vice President, Human Resources and Employee Relations, or assigned supervisor, plan, organize and perform a variety of complex technical duties related to the development, maintenance, and enhancement of the Human Resources Information Systems (HRIS) database, applicant tracking, onboarding, and performance evaluation systems; ad hoc reporting using complex functions of Excel and other software, create queries and prepare reports, identify and resolve database and other HR systems issues, develop test plans and strategies as a result of changes to the database systems, and perform clerical duties in support of the Office of Human Resources.

REPRESENTATIVE DUTIES

1. Provide a high level of collaboration and service in the performance of assigned duties to both external and internal stakeholders. *E*
2. Plan, organize and perform complex technical duties to maintain the integrity and accuracy of the HRIS and other HR databases. *E*
3. Enter new employee data; establish new positions; update and modify position, employee, and earning records; develop and modify systems tables as necessary. Serve as primary contact regarding HRIS related matters and collaborate effectively with other departments. *E*
4. Compile and prepare data necessary to produce technical reports in compliance with District, federal, state and local regulations, policies and procedures; create and conduct routine and specialized queries and generate reports; review data for accuracy. *E*
5. Work with other departments and HR staff to identify and recommend changes in business operations to resolve HRIS issues in compliance with MIS reporting requirements, District policies and procedures, federal, state and local regulations as well as to effectively utilize administrative software based on cost benefit and feasibility studies. *E*
6. Consult with users and vendors in diagnosing and solving all software and data related problems. *E*
7. Develop test strategies to validate changes in processes, tables, setup tables and rules. *E*
8. Develop sample-testing records/criteria on test database prior to implementation and run applications/processes against them to ensure accurate and adequate performance. *E*
9. Develop, document and maintain HR technology procedures manual; train HR staff in procedures to provide back-up assistance. *E*
10. Develop and maintain complex Excel spreadsheets for various reporting and data archiving projects. *E*
11. Maintain and train users on the District's performance evaluation system and processes. *E*
12. Maintain and assist users on the District's online training modules. *E*
13. Maintain a high level understanding of the District's Applicant Tracking System, provide end user assistance, and liaise with SAAS provider to resolve issues and system upgrades. *E*
14. Assist in maintaining the HR webpage and posted documents including job descriptions, salary schedules, and collective bargaining agreements on the HR webpage. *E*
15. Identify placement of new and existing instructors on the adjunct salary schedule in accordance with the collective bargaining agreement and District procedures. Notify instructors and payroll of salary placement; resolve payroll and placement issues. *E*
16. Maintain and update classified seniority list according to collective bargaining agreement and District procedures. *E*
17. Operate office machines including computers and related software applications, photocopiers, calculators, and other office equipment as assigned. *E*
18. Provide backup when needed to 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, answer telephone calls and refer to appropriate staff members. *E*

19. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
20. Seek and participate in professional development activities.
21. Other related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic Human Resources and payroll procedures and processes; applicable federal, state, and local regulations and procedures related to HRIS preparation of complex reports; telephone techniques and etiquette; database management techniques; operation of office machines, computer equipment and applicable software including word processing, spreadsheets, database management and email; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Enter and retrieve data with speed and accuracy; compile, analyze and summarize information and data; perform mathematical calculations quickly and accurately; use independent judgment, initiative and problem solving skills; read, understand and explain technical materials, policies and procedures; analyze and recommend improvements to systems, procedures and methods; meet schedules and time lines; answer telephones and greet the public courteously; analyze situations accurately and adopt an effective course of action; operate a variety of office machines including a computer and applicable software including word processing, spreadsheets, database management, and email; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of business records; understand and follow oral and written instructions; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Any combination equivalent to a Bachelor's degree and one year of experience or an Associate's and three years of experience in Human Resources Technology including data entry, mining, queries, and analysis; customer service and assisting end users on a variety of software and web based systems.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Classified

E = Essential Functions

Classified Salary Schedule
Range 16

Approved: May 15, 2015