

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: HUMAN RESOURCES
TECHNICIAN 1
(CONFIDENTIAL)**

SALARY TABLE: 29

SALARY RANGE: 25 + 5%

BASIC FUNCTION:

Under the direction of the Director - Human Resources, perform a variety of technical duties in support of the College human resources operations and activities; provide research support and past practice information for negotiations and grievances as assigned; serves as primary note taker at negotiation sessions for all labor groups; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician I classification provides front desk assistance, maintains office systems such as applicant tracking, and assists other office staff with special projects as assigned. Incumbents in the Human Resources Technician I (Confidential) class provide research support and past practice information for negotiations and grievances as assigned and serves as primary note taker at negotiation sessions for all labor groups; rotates within specialized areas of Human Resources Department to provide back-up operational support as needed. Incumbents in the Human Resources Technician II (Confidential) class perform more technical work related to the processing of new and returning classified-hourly personnel, recruitments, credentialing requirements, teaching assignments, employee benefits programs and other related functions of the certificated and classified Human Resources operations. The Human Resources Technician III (Confidential) classification plans and coordinates the administration of recruitment and processing of regular and contract faculty and certificated administrators and serves as a lead person for the assigned Human Resources activity.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of the College human resources operations and activities; perform routine office duties. Rotate within specialized areas of Department to provide back-up operational support as needed (i.e. benefits open enrollment, faculty recruitment, maintenance of classified records, major mailings).

Provides research support and past practice information for negotiations and grievances as assigned. Utilize and maintain SBCC's presence on statewide OLCB database. Serve as primary

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note taker at negotiation sessions for all labor groups. Track and report mandated costs as required.

Serve as an informational resource to employees, job applicants, students and the general public; respond to inquiries and provide information regarding job openings, minimum qualifications and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, credentials, benefits, job location, job assignment, career step and class, sick and vacation leave, salary, medical information and benefits.

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Coordinate response to all College subpoenas and other legal processes.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; respond to selected survey requests from outside agencies; conduct surveys as requested by VP, HR/LA or Director - HR; compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.

Set up, maintain and update a variety of records, files and other human resources reference materials; maintain case files, job books, job description books and files and other related resources for the department; purge outdated and obsolete materials and records according to established procedures.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Basic laws, codes, regulations, policies and procedures.

Operations, policies and objectives relating to human resources activities.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Modern office procedures and record-keeping techniques.

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Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities.
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively in writing, in person and on the telephone.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level coursework in business, human resources or related field and one year increasingly responsible clerical or human resources or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.