

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

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

SALARY TABLE: 29

SALARY RANGE: 38 + 5%

BASIC FUNCTION:

Under the direction of the Vice President-Human Resources, plan, and coordinate recruitment and screening of all regular and contract faculty and educational administrators; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges and applicable Education Code requirements; plan and coordinate the processing of new certificated personnel; 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; train and provide work direction and guidance to assigned staff.

DISTINGUISHING CHARACTERISTICS

The Human Resources Technician III (Confidential) classification plans and coordinates recruitment and processing of regular and contract faculty and certificated administrators, performs more technical work related to employee benefits programs, and serves as a lead person for the assigned Human Resources activity. 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 II (Confidential) class perform more technical work related to recruitments, credentialing requirements, teaching assignments, and other related functions of the certificated and classified Human Resources operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan and coordinate the College recruitment, screening and processing of new certificated personnel according to established procedures; collect and process certificated employment forms and applications; arrange and follow-up for clearance on fingerprints; forward new employee information to payroll and other departments.

Oversee the processing of applications and other documents; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges credential and applicable Ed Code requirements; prepare annual contracts for educational administrators and College faculty.

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Establish salary placement of new certificated staff according to established procedures and applicable bargaining unit contracts and Memoranda of Understanding; analyze transcripts for required degrees, upper graduate level coursework and other related requirements; track and maintain accurate salary information and update salary changes due to step increases, salary class transfer program, longevity, sabbatical leaves, tenure tracking, March 15th notices, LOA's, changes in work load and related records; prepare related Board agenda items as required.

Establish various categories of Educational Administrator and faculty annual work schedules and submit to Board for approval.

Perform a variety of technical duties in support of College classified and certificated human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing (to include death claims) and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits.

Serve in leadership role in integrated HRIS. Input employee, benefits and a variety of other data into appropriate computer system; maintain automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.

Perform various enrollment activities; assist employees with completing enrollment forms; process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Conduct new employee orientation for all employees; oversee exit process for all employees.

Receive and consider employee requests for disability accommodation under ADA; initiate and conduct interactive process with all employees returning to work following leaves of absence.

In collaboration with Payroll and immediate supervisor, oversee and coordinate leave of absence process for all employees.

Provide project assistance and support to VP-HR.

Oversee and maintain classified and management professional growth programs.

Create and maintain relevant and related HR web pages.

Participate in the design, implementation and maintenance of the employment administration system.

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Train and provide work direction and guidance to assigned staff; oversee staff involved in the recruiting process; provide the Vice President – Human Resources with staff issues or concerns.

Coordinate the recruitment efforts for vacant certificated positions; initiate and maintain recruitment case files; arrange for and place advertisements in newspapers, web sites, journals and other recruiting sources; maintain related records. Represent college at annual Chancellor's Office Job Fair.

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

Coordinate and oversee the processing of certificated personnel transactions involved in appointments, separations, change in assignment, compensation, LOA's and other related matters; oversee and maintain expected faculty academic title changes according to established academic title policy, annual evaluations of degrees, tenure tracking and longevity; coordinate extended day, temporary and categorically funded contracts.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter computer and assigned software; assist in the planning, development, implementation and maintenance of an automated human resources information system.

Coordinate certificated administrator evaluations according to established timelines. Participate in faculty evaluation archiving process and archiving system maintenance.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as liaison between faculty/administrators and County Office of Education and CalSTRS to resolve certificated issues, including Post Retirement Contracts, Service Credit, Disability applications, reduced workload contracts, faculty death and other related matters. Serve as liaison between classified employees and CalPERS to resolve retirement system issues.

Establish and maintain a variety of personnel files and various statistical records for certificated personnel according to established policies and procedures; provide research support and past practice information for negotiations and grievances as assigned; update and maintain College catalog information on faculty listings, titles, degrees, retirements, emeritus status and other related information.

Attend workshops and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials; implement policies and procedures to assure compliance with established laws, rules and regulations, including State Minimum Qualifications for Faculty and Administrators in California Community Colleges.

OTHER DUTIES:

Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, codes, regulations and rules related to certificated faculty and staff.
Practices and procedures related to classified and/or certificated personnel.
Certificated human resources recruitment and related office functions, practices and procedures.
Applicable 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.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Perform a variety of complex technical duties in the recruitment for and monitoring of certificated assignments.
Perform a variety of technical duties in support of human resources operations and activities.
Assure compliance with State Minimum Qualifications for Faculty and Administrators.
Analyze transcripts for required degrees, upper graduate level coursework and other related requirements;
Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
Perform a variety of technical duties in support of human resources operations and activities.
Oversee and participate in the recruitment, screening and processing of new certificated personnel.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Make mathematical computations with speed and accuracy.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: associate's degree supplemented by coursework in business,

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human resources or related field and four years increasingly responsible clerical or human resources or related experience.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.