

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex technical tasks and comprehensive personnel services for academic and classified employees.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician performs a full range of duties in the areas of maintenance of personnel records, assistance in recruitment process and files, preparation of related reports; confidential and complex technical and administrative duties related to the district-wide safety program, workers' compensation, return-to-work and related programs; provide related information and assistance to the public and employees; provide information and assistance in person and on the telephone to College personnel, staff and the public regarding personnel matters.

REPRESENTATIVE DUTIES:

Provide complex technical assistance to the Vice Chancellor, Human Resource Services, Human Resource Managers, and Specialists. *E*

Assist in the maintenance of official personnel records for classified and hourly employees; establish electronic job records; collect and disseminate required payroll documents; assist in the initiation of payroll processing; coordinate resolution of payroll irregularities with district and college personnel/payroll staff; assist in the preparation and submission of reports related to classified and hourly employees. *E*

Provide clerical assistance in the collective bargaining process for the District and all bargaining units. *E*

Perform a variety of personnel and clerical duties related to the recruitment, examination, selection and processing of classified or academic personnel as assigned. *E*

Perform a variety of personnel and clerical duties related to workers' compensation claims. *E*

Perform workers' compensation, return-to-work and related programs case management duties; provide information to employees regarding workers; compensation benefits; conduct accident investigations of reported employee and student injuries. *E*

Prepare employment contracts as directed by the Vice Chancellor, Human Resources. *E*

Prepare and file workers' compensation claims; prepare statistical analysis of workers; compensation claims experience as requested; perform follow-ups on workers' compensation claims as necessary. *E*

Type and proofread a wide variety of reports, letters, and projects. Update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists, reference manuals and files according to established procedures; verify and post information as necessary to assure completeness and accuracy. *E*

Prepare, distribute, receive, record and maintain files of job applications in the final stage of interview process. Ensure complete screening packet and meeting area is ready for Screening Committee meetings. *E*

Enter, modify and retrieve data utilizing word processing, spreadsheets, and electronic communication. *E*

Perform duties related to the examination of applicants as required; assemble and organize written examination materials; administer, correct and score written exams. *E*

Maintain confidentiality of sensitive information regarding collective bargaining agreements and other sensitive information. *E*

Other related tasks as assigned or directed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of policies and procedures related to a human resources integrated computer system.

Knowledge of modern human resources office functions, practices, and procedures.

Knowledge of computer applications for word processing, spreadsheets, and electronic communications.

Knowledge of practices and techniques for administering a compensation plan.

Knowledge general payroll practices and procedures.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Ability to perform a variety of difficult and confidential secretarial and clerical duties in support of the human resources, EEO and employee/labor functions.

Ability to learn and comprehend District organization, operations, policies, and objectives.

Ability to interpret District Board policy and applicable laws to human resources/employee procedures.

Ability to operate a computer terminal to enter data, maintain records, and generate reports.

Ability to listen, speak, read, write, compose, analyze, and comprehend, with discretion and tact, in order to perform the essential functions.

KNOWLEDGE AND ABILITIES (continued):

- Ability to work confidentially with discretion.
- Ability to work cooperatively as part of a team.
- Ability to establish and maintain effective and efficient working relationships with staff at all levels of the organization.
- Ability to prepare and maintain accurate employee records and reports.
- Ability to complete assignments within specified deadlines accurately and efficiently.
- Ability to communicate effectively and respectfully with individuals at all levels, both to internal Kern Community College District populations and external customers.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in business or related field and two years increasingly responsible human resource experience in a variety of the human resources area.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.