

## College of the Redwoods

## Position Description

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| Position: Human Resources Technician               | Position Number:  |
| Department/Site: Human Resources                   | FLSA: Non-exempt  |
| Reports to/Evaluated by: Director, Human Resources | Salary Grade: 120 |

### **Summary**

Coordinates, plans, and performs human resources services areas of personnel status transactions, recruitment and selection, employee communications, job classification, labor relations, and state and local reporting. Coordinates human resources activities with other divisions, administration, employee associations, and outside agencies.

### **Essential Duties and Responsibilities**

- Provides support to, and participates in collective bargaining activities. Conducts research of employment trends, legislative actions, and other information that may influence negotiations.
- Provides support to SARTCO and CRFO Problem Solving, CSEA and other labor relations meetings.
- Consults with administrators and staff in group and individual settings. Provides up-to-date information on hiring requirements, eligibility lists, and to facilitate recruitment activities.
- Conducts site visits to the remote campuses. Participates in conveying new programs, policies, procedures, and services of the department. Participates in processes for brainstorming and solving problems.
- Receives, verifies, and follows up on recruiting/staffing requests by initiating internal and external recruiting activities. Posts and advertises job announcements.
- Provides employment and general information about the College to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Assists with special and targeted recruitment processes to locate and attract specific subject skills or demographics.
- Analyzes applicant prescreening results and makes initial determination of qualifications and suitability for employment. Refers complex or sensitive outcomes to the Director.
- Sets up job candidate testing, prescreen, and interviews. Prepares packets that include candidate information and interview questions. Assists interview panels with selection of questions.
- Develops and maintains a time and cost effective system for personnel records including

control and storage of documents and files, conversion of files to support computer-aided retrieval, and day-to-day record maintenance.

- Sets up computerized employee files that include determination of pay and benefit levels. Transmits information to payroll for processing.
- Assigns and/or composes letters to employees on a variety of status topics such as, but not limited to personnel status, credentials, and emerging requirements.
- Conducts and/or facilitates new employee orientations. Oversees and assembles new employee information and forms.
- Prepares employee communications, correspondence, and reports for seniority lists, appointments, contracts, and other notifications.
- Participates in preparing materials and announcements for Board of Trustee proceedings. Contacts departments for supporting documentation and distributes according to time rules. May attend meetings.
- Initiates requisitions and purchases for materials and supplies.
- May stand-in for the HR Analyst when necessary.
- Performs other duties as assigned.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires specialized knowledge of the principles, practices, and procedures associated with human resources management in higher education or related public service. Requires a working knowledge of common provisions of employee benefit plans. Requires in depth knowledge of personnel policies, rules and regulations. Requires a working knowledge of the provisions in labor contracts and Education Codes regarding human resources. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires well-developed knowledge of English language, punctuation, syntax, and grammar to prepare professional correspondence. Requires sufficient math skills to perform standard business math calculations. Requires well-developed human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and orientation, and to facilitate discussions in individual and small group settings.

### **▪ Abilities**

Requires the ability to carry out the objectives and duties of the position. Requires the ability to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the College. Requires the ability to perform research and analysis. Requires the ability to learn, apply, and interpret College policies, procedures, and rules pertaining to human resources. Requires the ability to interpret and apply Education code and proposed legislation governing personnel practices. Requires the ability to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize, and prioritize work processes in a high volume environment in order to meet schedules and timelines. Requires the ability to train others

and facilitate small group processes. Requires the ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a computer and keyboard at an acceptable rate and operate other common office equipment.

- **Education and Experience**

The position requires an Associate's Degree in business, human resources, psychology, education or related discipline.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors in an office environment with minimal health and safety considerations.