



### **HUMAN RESOURCES TECHNICIAN I**

**SALARY GRADE:** [C1-46](#)

**DEFINITION:**

Under the direction of an assigned supervisor, perform a variety of activities in support of the Human Resources department; process, train and assist temporary employees; provide information regarding District fringe benefit and insurance programs; assure current and accurate employee records.

**DISTINGUISHING CHARACTERISTICS:**

The Human Resources Technician I performs a variety of activities in support of the Human Resources department; assures current and accurate employee files and records, input data for assigned employee groups into the human resources (HRS) information system. The Human Resources Technician II performs more complex duties; serves as resource person on personnel procedures and requirements relating primarily to faculty and the college.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of technical and clerical duties in support of administration, faculty and staff; serve as a resource regarding human resources policies, benefits and various District programs.
2. Assure current and accurate employee records related to medical tests, immigration, and fingerprints; monitor files and follow-up as needed; update computerized files as appropriate; notify employees or supervisors of expiration dates as appropriate; reconcile invoices and process payments.
3. Prepare new hire and orientation packets and conduct individual and group orientations; serve as a resource to new administration and staff in the hiring process; provide necessary forms and assure proper completion; follow-up as needed.
4. Process, train and assist temporary employees; monitor temporary employee assignments; identify and resolve issues and recommend solutions as needed.
5. Provide information regarding District fringe benefit and insurance programs; assist with receiving and resolving complaints and claims as assigned; interpret benefit documents as needed.
6. Communicate with administration, faculty and staff regarding sick leave, retirement, vacation, early notice and other inquiries.
7. Monitor temporary employees for PERS membership compliance; update human resources and payroll system files to establish PERS membership deductions; notify employee and department of mandatory PERS membership and provide information or documentation as needed; complete related forms.
8. Prepare District's retirement reports for contract and part-time faculty; review, correct and follow up on assigned STRS monthly reports; process refund and retirement application.
9. Process and audit payroll changes as assigned including contract extension, special assignments, reductions, account code changes, extended sick leave and leaves of absence; coordinate and verify information with payroll and process corresponding paperwork.
10. Obtain and process various benefit and other forms; provide information regarding forms and assist with proper completion of forms; provide benefit forms to campuses as needed.

11. Assist retirees with Medicare/District benefits payment issues; notify appropriate organizations of retiree status changes; maintain and update related files and prepare reports as needed.
12. Complete appropriate forms and provide State offices with documentation or information required to process employee unemployment claims of temporary staff or retirement funds reimbursement for part-time staff.
13. Process employment verifications for temporary employees and retirees.
14. Attend and participate in workshops and in-services as directed.
15. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Human Resource office functions, practices and procedures related to assigned activities.
2. Record-keeping techniques.
3. Operation of a computer and assigned software.
4. Telephone techniques and etiquette.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Interpersonal skills using tact, patience and courtesy.

##### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of activities in support of the Human Resources department.
3. Process, train and assist temporary employees.
4. Provide information regarding District fringe benefit and insurance programs.
5. Assure current and accurate records of assigned employee groups.
6. Monitor temporary employees for PERS membership compliance.
7. Maintain records and prepare reports.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Operate a computer and other office equipment as assigned.

##### **Education and Experience**

Any combination equivalent to:

1. College-level course work in human resources or related field.
2. One (1) year experience in a human resources office.

#### **WORKING CONDITIONS:**

##### **Environment:**

1. Office environment.
2. Constant interruptions.

##### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.

2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

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