



HUMAN RESOURCES TECHNICIAN III

DEFINITION

Under general supervision, performs a variety of human resources functions in support of the human resources District office or an assigned college; interprets rules, regulations, policies, and provisions for medical leave process.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Human Resources Technician series. Incumbents are fully competent to perform the full range of assigned tasks with independence and within a framework of established policies and procedures. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents may work either in the District office or support human resources functions within a college as assigned. This classification is distinguished from the Human Resources Technician II in that the latter is the journey-level classification, serves as the initial contact for the human resources office, and processes pay documents for temporary employees, part-time faculty and full-time overload faculty. The classification is further distinguished from the Human Resources Specialist in that the latter performs a variety of responsible, paraprofessional, and specialized human resources support functions requiring additional training and/or experience, including HRIS database administration, and may provide technical and functional direction to lower-level support staff.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Performs a variety of human resources related functions in support of administration, faculty, and staff; interprets and provides information regarding human resources policies, benefits, and various District programs and ensures compliance with legal, state, and contractual requirements.
- Prepares and distributes new-hire and orientation packets and conducts individual and group orientations; answers employee questions regarding employment policies, procedures, and fringe benefits, open enrollment periods, and other information regarding employee benefits; notifies appropriate District staff of new hires to continue onboarding training as necessary.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Calculates, monitors, and posts employee leaves and absences; audits files to ensure correct payment to employees.
- Communicates with administration, faculty, and staff regarding sick leave, retirement, vacation, early notice, and other inquiries; interprets policies and procedures for paid parental leave, state disability insurance, and related human resources programs.

- Establishes and maintains a variety of assigned personnel files and records in accordance with established procedures, policies, rules, and regulations; prepares notices of employment and change of status for payroll action.
- Maintains accurate, detailed, and current records, verifies accuracy of information, researches discrepancies, and records information; maintains and updates HRIS; monitors and updates database and files and follows up as needed.
- Processes and audits payroll changes, as assigned, including contract extensions, special assignments, reductions, account code changes, extended sick leave, and leaves of absence; coordinates and verifies information with payroll and processes the corresponding paperwork.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types documents from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Coordinates various employee trainings and workshops.
- Researches, compiles, organizes, and distributes information and data for administrative, statistical, and human resources reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Performs related duties as assigned.

When assigned to the District office:

- Interprets rules, regulations, policies, and provisions for the medical leave process, including Extended Sick Leave (ESL), Family Medical Leave Act (FMLA), California Pregnancy Disability Leave (CPDL), California Family Rights Acts (CFRA), Long Term Disability (LTD), and Family Bonding Leave Act (FBLA); serves as first point of contact for medical leave inquiries; calculates, monitors, and posts employee leaves and absences; refers exceptional cases to the appropriate administrator for review before providing further action.
- Provides guidance during an employee's retirement or separation from the District; prepares and completes forms for California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) reports, and verifies appropriate retirement or separation dates; notifies benefits and payroll of employee separation; calculates unused sick leave remaining; calculates and audits final pay; and updates termination date, in the HRIS.
- Assists in coordinating the annual budget roll to develop budgets and benefits costs; communicates with appropriate divisions and departments to confirm positions.

When assigned to a College:

- Distributes and monitors the completion of human resources evaluation forms; reviews professional growth activity documentation submitted by faculty; notifies faculty of professional growth and other related activities; conducts training and workshops in support of new faculty who are eligible for tenured full-time faculty to complete their professional growth; prepares professional growth award materials for committee evaluations; records professional growth in HRIS; and notifies administrators of upcoming evaluations.
- Provides information to part-time faculty regarding District fringe benefits and insurance programs; processes and provides information for completion of benefit forms; interprets benefit documents as needed.
- Monitors, calculates, and enters column and salary placement of part-time and full-time faculty as outlined in the labor contract; monitors column/step increases, cost of living adjustments, and

retroactive compensation based on labor contract provisions; enters salary changes into the Human Resources Information Systems (HRIS) for payroll processing; assists Educational Technology Services (ETS) in testing system upgrades; and researches, revises, and delivers purge reports of personnel files to District human resources office.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of human resources administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- College and District policies, procedures, and collective bargaining agreements.
- Record keeping principles and procedures.
- Basic mathematical calculations.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Business letter writing and the standard format for reports and correspondence.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Review and reconcile human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records.
- Provide information regarding District human resources programs.
- Perform a variety of activities in support of the human resources programs; adapt to changing priorities.
- Work efficiently under pressure and many interruptions.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, explain, and apply College and departmental policies and procedures and collective bargaining unit agreement provisions.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Make accurate arithmetic computations.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines

- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate degree from an accredited college or university in human resources management, business or public administration, or a related field, and three (3) years of related office or administrative support experience in a public agency setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-54

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021