SHASTA-TEHAMA-TRINTY COMMUNITY COLLEGE DISTRICT

JOB TITLE: Human Resources Technician (Confidential)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a wide variety of complex and highly responsible office support duties in the day-to-day operations of the Human Resources Office. To organize and coordinate the workflow and office functions and to relieve the administrator of routine administrative details not requiring his/her immediate attention. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification may direct, oversee, and review the work of others. This job class performs specialized technical and administrative work requiring the use of initiative, organizational skills, problem-solving skills, and independent judgment in the organization, coordination, and processing of work and information. This job class requires extensive student, public, staff, and organizational contact.

SUPERVISOR: Human Resources Director or designee

TYPICAL DUTIES:

- Coordinates the input, checking, compiling, and recording of a variety of data/information.
- Receives, gathers, and prepares information and materials, which may be of a technical or confidential nature.
- Assists in developing collective bargaining proposals.
- Serves as technical support during negotiation sessions.
- Participates in management caucuses; may be assigned to serve as a District team member for collective bargaining.
- Prepares written collective bargaining language, memorandums of understanding, and other confidential correspondence.
- Researches, calculates, and compiles costs and other information that may be used in collective bargaining.
- Prepares a wide variety of documents such as interoffice communications, requisitions, forms, letters, reports, statistics, specifications, etc. from rough draft or verbal instructions and independently composes correspondence.
- Keeps a record of expenditures, maintaining and monitoring budget accounts, records, and running balances. Prepares data for payroll purposes, performing necessary arithmetical computations.
• Assists with preparation and distribution of contracts, work agreements, and assignment records.

• Maintains employment files and personnel records.

• Orders supplies and other needed materials and processes purchase orders. Maintains records of purchase orders, invoices, and expenditures to date, and inventories and logs same as they arrive.

• Acts as an information source regarding department/office policies, procedures, and requirements; receives callers and provides information where judgment, knowledge, and interpretation of established procedures/policies and collective bargaining language are required.

• Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information.

• Arranges and schedules appointments and meetings; notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials.

• Receives, handles, and processes confidential information and requests ensuring that security and strict rules of confidentiality are maintained.

• Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.

• Maintains accurate and detailed calendar of events, due dates, and schedules to ensure proper tasks and activities occur as scheduled.

• Establishes and maintains a variety of office records, logs, and filing systems.

• Receives, sorts, and distributes outgoing and incoming mail; prioritizes and provides appropriate responses whenever possible.

• Attends meetings, takes minutes, prepares, and distributes minutes to appropriate staff/personnel. Prepares reports from data compiled.

• Performs other related duties similar to the above in scope and function.

EMPLOYMENT STANDARDS:

Knowledge of:

• Proper office methods, techniques, and procedures including filing systems, business correspondence, word processing, receptionist techniques, report writing, and telephone techniques.

Ability to:
• Learn the operations, procedures, policies, and requirements of the Personnel Office and apply them with good judgment in a variety of procedural situations.

• Understand and carry out a variety of oral and written instructions independently.

• Accurately type at a rate required for successful job performance.

• Accurately perform mathematical calculations.

• Establish and maintain a variety of records and filing systems.

• Independently compose and type correspondence and reports.

• Coordinate activities and details and maintain effective schedules of events.

• Prioritize workload or tasks to meet established time liens.

• Compile and maintain the security of confidential information.

• Operate a variety of standard office equipment such as typewriter, word processor, calculator, transcriber, copier, computer terminal, and printer.

• Effectively and tactfully communicate in both oral and written forms.

• Establish and maintain effective work relationships with those contacted in the performance or required duties.

EDUCATION/EXPERIENCE:

Background of education, training, and experience equivalent to an Associate in Arts Degree and two years of increasingly responsible secretarial/clerical/technical experience.