



SENIOR HUMAN RESOURCES TECHNICIAN

Reports to: Human Resources Supervisor
Dept: Human Resources **Range:** 24
FLSA: Nonexempt **EEO:** Paraprofessional/Technical

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, perform highly responsible and difficult paraprofessional and technical duties in support of the district's Human Resources department and programs; independently coordinate complex recruitments, selection and hiring processes; serve as liaison to and support the faculty equivalency process; serve as functional lead for the applicant tracking system; and provide training and technical guidance to Human Resources Technicians and Human Resource Assistants on department policies, procedures, programs and processes.

DISTINGUISHING CHARACTERISTICS:

Senior Human Resources Technician is distinguished from Human Resources Analyst in that an incumbent in the latter class performs professional assignments requiring the use of management and human resource theory and principles gained through professional education and experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.
2. Coordinate all phases of the recruitment and hiring process for district faculty, staff and administrators, ensuring compliance with district, state and federal law and state education code requirements; coordinate with administrators, hiring chairs and committees on recruitment processes; provide advice and recommendations on recruitment, advertising and outreach methods and sources to ensure appropriate pools of well qualified and diverse candidates; review job descriptions and write, edit and post job announcements, subject to review of essential job functions by the Human Resources Analyst or Human Resources Supervisor; work with advertising agency to advertise positions; periodically evaluate

effectiveness of advertising sources; disseminate job vacancy information to various external organizations.

3. Act as primary contact for job applicants throughout the employment process; answer questions and assist with escalated application and minimum qualification questions.
4. Coordinate, support and oversee the work of screening and hiring committees; review and ensure committee diversity; provide training and develop training materials as needed on committee responsibilities; advise screening/interview committees on responsibilities and timelines.
5. Screen applications for conformance with district and various state minimum qualifications; monitor applicant pools to ensure sufficient well qualified applicants and needed diversity; develop recruitment timeline and interview schedules; recommend oversee and/or develop appropriate screening, interview, and testing materials; calculate and approve diversity of applicant pools for classified positions and obtain approval for faculty and educational administrator positions; coordinate finalist interviews and initiate reference checks.
6. Prepare official offers of employment for new hires; determine salary placements in accordance with district salary placement policies and guidelines and the correct retirement plan elections; prepare explanations of salary determinations in the event of disagreements; prepare and issue offer letters and employment contracts; explain and coordinate onboarding processes and required background checks and other clearances to new hires and ensure their timely completion.
7. Coordinate the online personnel requisition process in Workday and SharePoint; complete complex employment transactions in Workday, requiring a highly detailed understanding of employment, compensation and benefit types and their application; review, audit and approve staffing transactions including new and additional hires and assignment extensions; return transactions to requestors for correction of any errors; review and approve stipend amounts in accordance with district policies and guidelines.
8. As liaison to the faculty Equivalency Committee, coordinate the equivalency determination process for faculty positions with departments, committees and applicants; verify the completeness of supporting documentation for committee consideration; guide equivalency candidates on preparation of requests, including the appropriate guidelines under which to apply; work with Equivalency Committee chair and consult with state chancellor's office and/or state academic senate regarding degree title questions.
9. Serve as functional lead for the applicant tracking system; make recommendations regarding system modifications to improve functionality and/or user interface; make changes to system directly and/or through vendor.
10. Develop training and resource materials and provide training to Human Resource Technicians and Human Resource Assistants on department policies, procedures, programs and processes including the application of Workday and applicant tracking system functionalities and department operations; serve as a technical resource to new Technicians

and Assistants while carrying out assigned work responsibilities.

11. Generate and manipulate employment transaction reports from multiple sources to prepare the personnel actions section of the monthly board report, as well as new hires report for the state Employment Development Department.

OTHER DUTIES:

1. Process complex verification of employment forms for current and former employees, including researching employee records.
2. Represent the college at job fairs and other events.
3. Create, develop, maintain and update specialized and custom forms, databases, logs, files, records and reports; design, develop and maintain spreadsheets and databases requiring data interpretation and manipulation.
4. Provide backup to other department staff as needed.
5. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Human resource concepts, policies, procedures and practices applicable to the administration of recruitment, selection, hiring and benefit programs and how they relate to diversity, equity and inclusion initiatives.
2. Federal, state and local laws and regulations, State Education Code and State Chancellor's Office provisions and labor agreement provisions governing administration of the district's human resources program for classified staff, faculty and administrators.
3. Policies, procedures and processes used in the recruitment, screening for minimum qualifications and testing of applicants for job related qualifications.
4. Equivalency process requirements and guidelines and their application in a wide variety of applicant cases.
5. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
6. Practices and techniques in the development of employee training on human resources programs, procedures, processes and systems.
7. Modern office practices, procedures and equipment including computers and applicable software programs.
8. Operations of the district's human resources management systems and practices and procedures for processing employee and applicant information.
9. Operations, services and activities of a community college district.

10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
12. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Coordinate recruitment and selection processes for all employee types in conformance with district policies and all applicable legal and regulatory requirements.
2. Organize, set priorities and exercise sound independent judgment with a high degree of attention to detail in a fast-paced environment with competing priorities.
3. Understand, interpret, explain, apply, analyze and reach sound decisions in accordance with legal and contract requirements, district and department policies, procedures and plan provisions pertaining to assigned areas of responsibility.
4. Understand, explain and process onboarding for new and returning employees of all types.
5. Represent the district and department effectively with other departments, applicants and screening/interview and other committees.
6. Provide effective training and technical guidance to lower-level staff.
7. Learn, utilize and train others in the use of complex computer systems and tools for administration of a wide variety of employment programs and activities.
8. Prepare and maintain accurate and complete files and records.
9. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
10. Maintain confidentiality of district and personnel files and records.
11. Track statistical information utilizing complex spreadsheets and databases.
12. Communicate effectively, both orally and in writing.
13. Understand and follow written and oral instructions.
14. Operate a computer and standard business software.
15. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university and two years of related human resources experience particularly involving the recruitment and/or hiring of employees in diverse occupations;

OR graduation from an associate degree program and four years of related human resources experience particularly involving the recruitment and/or hiring of employees in diverse occupations;

OR an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Training and technical guidance to Human Resources Technicians and Human Resources Support Assistants. Work direction to temporary staff.

CONTACTS:

District administrators, faculty, staff, students, applicants, the public, and external contacts related to HR systems, advertising, other employers, lenders, and EDD.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds. Ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices. Ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours required on an as-needed basis.