



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
HUMAN RESOURCES TECHNICIAN II	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE:		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, maintain employee information in a Human Resources information and data system; process and verify completeness of Personnel Action Forms (PAF's); assist departments with the hiring process and procedures of hourly instructional assistants and short-term, non-continuing employees; coordinate and track employee absence information; coordinate classified and management evaluation process; maintain tenure review files; initiate and assist in developing guidelines and procedures for specific Human Resources' functions; and perform related work as required.

**SCOPE:**

The Human Resources Technician II maintains and provides detailed information to employees for specific personnel functions; responds to inquiries regarding absences, evaluations, TB clearances and hourly and STNC employment; interprets and applies collective bargaining agreements for specific areas of responsibility.

**DISTINGUISHING CHARACTERISTICS:**

The Human Resources Technician II is distinguished from the Human Resources Technician I by the complexity and variety of tasks and oversight of specific functions within the department. The position is required to learn, interpret and apply collective bargaining agreements, federal and state regulations and District policies and procedures.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Maintains a variety of employee information in the human resource information and data systems.
2. Reviews, processes and verifies Personnel Action Forms (PAF's) and Personnel Requisitions; process documents for Payroll and Board of Trustees' approval.
3. Advises departments by explaining the hiring process and procedures for hourly instructional assistants and short-term, non-continuing employees, including eligibility and required paperwork.
4. Coordinates and administers the employee absence tracking programs; compiles related reports and correspondence; researches and resolves absence discrepancies.
5. Collects, processes and monitors employment paperwork for all employees, including regular and hourly classified, regular and adjunct faculty, management and short-term, non-continuing (STNC) employees.
6. Coordinates the evaluation process for classified and management employees; monitors the signing process for all employee evaluations; tracks incomplete evaluations; communicates status of evaluation process to managers.
7. Monitors required step increases for hourly, classified employees and notifies Payroll of changes.

**KEY DUTIES AND RESPONSIBILITIES (continued):**

8. Monitors longevity increments for eligible employees and notifies Payroll of changes.
9. Maintains tuberculosis clearances for regular employees; notifies employees when a clearance has expired.
10. Coordinates annual vacation payoff for hourly, classified employees.
11. Advises employees about extended leaves, including maternity and catastrophic leave; tracks employees on these types of leaves.
12. Compiles and distributes the short-term, non-continuing report to all supervisors.
13. Coordinates and maintains tenure review files for probationary faculty.
14. Trains and directs the work of student assistants.

**EMPLOYMENT STANDARDS****ABILITY TO:**

Write accurate and comprehensive reports; perform and prioritize multiple tasks under time constraints; operate a personal computer and standard software applications; perform detailed tasks with accuracy; communicate effectively in English; follow and give oral and written directions; maintain cooperative working relationships; interact with other employees, students and the public in a helpful, courteous and friendly manner; interpret, apply and initiate collective bargaining agreements and District policies and procedures; train student assistants; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Current human resources practices and guidelines; modern office methods and practices including filing, proofreading, formatting, report writing; operation of personal computer software programs including word processing and spreadsheet tools.

Preferred additional knowledge: Human Resources Department policies and familiarity with collective bargaining agreements.

**MINIMUM QUALIFICATIONS:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

Graduation from high school.

***Experience:***

Progressively technical and responsible experience working in a human resources environment. Experience in an educational environment is preferred.