

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director of Human Resources/EEO, perform a variety of complex clerical and technical support duties related to District administrative, academic, classified personnel activities, and staff diversity programs; perform clerical and receptionist duties involving typing, filing, greeting staff and the public. Perform specialized functions related to Human Resources activities including assisting in recruitment, assuring the confidentiality of sensitive information and compliance with applicable laws, regulations, policies, procedures and perform assignments with accuracy.

#### **REPRESENTATIVE DUTIES:**

Maintain front desk, receive visitors and answer telephones; take and relay messages; greet staff, students and the public providing routine information; direct inquires to the appropriate person or office; make phone calls to request, provide or verify information as directed; schedule appointments and meetings; maintain various schedules and calendars.

Assist and provide clerical support to overall administration of Human Resources function. Perform clerical work of above average difficulty, such as posting records and consolidating data, making arithmetic computations and securing information from a variety of sources. Assist in filing of a variety of confidential files, documents, forms, records and reports.

Prepare and type a variety of written material such as letters, memoranda, bulletin, reports, schedules, form or other materials from straight copy, rough draft, notes using a typewriter or computer terminal.

Maintain all Worker's Compensation files; reporting, recording and filing documents and submitting to the Worker's Compensation Carrier in a timely manner as required by law; maintain files of all confidential medical records of injured employee's and provide supervisors with employee work restrictions when required. Maintain comprehensive records and files including a log of all injured employee's.

Maintain On Line Data Base for Community College League, Human Resources Web Page and IVC Home Page announcement of employment opportunities. Posting salary schedules, job descriptions and announcements of vacant employment opportunities and related information as needed.

Assist in conducting research as requested; compile data and compose correspondence and reports. Assist with special projects as required. Assist with the recruitment of District employees; updating job flyers, personnel job line, bulletin boards. Assist with application packets mail-outs and regret letter mailing for each position. Facilitate in the scheduling of interviews, and other recruitment related activities.

Conduct and respond to surveys regarding classification and compensation, and administrative procedural questionnaires as requested. Compile and prepare statistical records and reports; prepare and type letters and other correspondence; maintain records and files.

Design, print and distribute certificates of completion of workshops and seminars attended by faculty and staff of campus schedule events.

Order, store, inventory and distribute office supplies.

Maintain current knowledge of federal and State laws; local and College regulations, policies and guidelines which affect programs, application processing and eligibility requirements.

Operate a variety of office equipment including calculator; copier, and computer; printer, facsimile machine and others. Operate personal computer using word processing, spreadsheets and other software. Update and revise computer records and information.

Attend workshops, conferences and other training sessions involving human resources as assigned

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Customer service and basic public relations techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Data entry techniques.
- Oral and written communication skills.

**ABILITY TO:**

- Organize, coordinate and oversee day-to-day activities of front desk.
- Perform technical and responsible duties in support of director of Human Resources and staff.
- Learn, interpret and apply rules, regulations and policies regarding human resources.
- Operate office equipment including computer, scanner, calculator, and copier.
- Operate a computer keyboard at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Work confidentially with direction.
- Meet schedules and timelines.
- Complete work with frequent interruptions.
- Operate a motor vehicle.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to graduation from high school including or supplemented by course work in secretarial sciences and two years of increasingly responsible secretarial or office experience involving the operation of microcomputer using word processing, spreadsheet and data base management applications software.

**LICENSE AND OTHER REQUIREMENTS:** Valid California driver's license.

**WORKING CONDITIONS:** Duties are primarily performed while sitting at a desk or computer terminal. Incumbents are subject to extensive contact with students, staff and the public. Constant interruptions, noise from talking, office equipment operations, frequent interruptions and contact in person and on the telephone.

**PHYSICAL DEMANDS:** Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms or kneel or crouch to file, see clearly to read find print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Occasionally must travel to other offices or locations to attend meeting or to pick up or deliver materials.