Long Beach Community College District

CLASS SPECIFICATION
Human Resources Technician

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Unrepresented

GENERAL PURPOSE
Under general supervision, performs a variety of responsible technical and administrative classified recruitment and selection duties in support of the District’s human resource management programs; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
Human Resources Technician is the sub-professional technical and administrative support class in the District’s human resource management job family. Incumbents perform assignments of varied difficulty in carrying out classified human resources recruitment and selection programs. Incumbents are expected to perform job assignments without close supervision using knowledge of District policies and human resource practices and procedures learned through experience.

Human Resources Technician is distinguished from Human Resources Specialist in that incumbents in the latter class independently perform professional assignments requiring the use of management and human resource theory and principles gained through professional education and experience.

ESSENTIAL DUTIES AND 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. Performs routine to moderately difficult technical assignments in support of classified human resources recruitment and selection programs; works with hiring authorities to determine appropriate examination processes and materials, select subject matter experts and establish recruitment timelines; publishes and advertises classified recruitments, including drafting job announcements and supplemental applications, posting job openings on District and other public agency websites and distributing job flyers to external agencies, bargaining units and employees; inputs and downloads applications into the automated applicant management system and reviews applications for accuracy and completeness; screens applications for minimum qualifications; conducts background and reference checks; generates notices and correspondence to applicants and candidates regarding application status and oral and written examination scores.

2. Makes test scheduling and other testing arrangements; proctors the administration of written tests; makes arrangements for subject matter experts to read and score supplemental applications; coordinates and conducts oral panel examinations, including scheduling subject matter experts for panels, compiling oral panel packages, preparing rooms and obtaining necessary equipment,
distributing confirmation letters and interview guidelines to candidates and oral panel members, making arrangements for refreshments and catering and providing orientation and coaching to oral panel members; scans, scores and analyzes tests and inputs scores; creates lists of eligible candidates; schedules final interviews with candidates; creates certification and placement interview sheets for use in interviews; drafts employment offer letters; takes fingerprints.

3. Maintains the classified applicant tracking system; verifies data input; performs system administration duties including the preparation of monthly reports; generates statistical reports, special surveys and other reports on recruitment activities and results; troubleshoots system problems.

4. Creates, updates and maintains confidential employee personnel files and records; maintains recruitment, selection and other records; enters and updates personnel transaction information into the District’s HRIS system; reviews personnel files with employees as requested; interprets policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility.

5. Prepares responses to classification and salary surveys; compiles and generates reports of survey data; provides classification, compensation and benefits information to other organizations.

OTHER DUTIES

1. Assists with office and administrative support, including word processing, responding to customers, applicants and the public on a variety of questions and backing up other department staff when required.

2. Assists with academic recruitment and selection processes as needed; inputs applications and screen transcripts for minimum qualifications; checks in and proctors performance evaluations and oral panel interviews; assists with affirmative action training presentations; participates on academic hiring committees; takes fingerprints; verifies employment.

3. Recruits subject matter experts to sit on recruitment interview panels from within the District and outside agencies.

4. Prepares responses to employment verification requests in accordance with District policy.

5. Assists in and coordinates special events as assigned.

QUALIFICATIONS

Knowledge of:

1. Practices and techniques in conducting recruitment, testing and selection programs.

2. Basic methods and practices of public personnel administration and applicable federal, state and local laws and regulations.

3. District human resources policies and procedures and labor contract provisions.

4. Basic research methods and data analysis techniques.

5. Principles and practices of sound business communication.
6. Office administration practices and procedures, including recordkeeping and filing of records and files.
7. Procedures and codes used to access and enter data in the District’s HRIS system.
8. Standard business software, including word processing and spreadsheet programs.

**Ability to:**

1. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
2. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
3. Understand and follow written and oral instructions.
4. Communicate clearly and effectively, both orally and in writing.
5. Prepare clear, concise and accurate reports, correspondence and other written materials.
6. Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
7. Operate a computer using word processing and other business software and other standard office equipment.
8. Organize and maintain specialized files.
10. Establish and maintain effective working relationships with District management, staff, applicants, representatives of external agencies and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a G.E.D equivalent; and three years of increasingly responsible office administrative experience that provide familiarity with recruiting, interviewing and other human resource management practices; or an equivalent combination of training and experience. Completion of college-level coursework in human resources is desired but not required.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel computers and other standard office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk; stoop, kneel, or bend; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; and interact with District management, staff, applicants, representatives of external agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.