DEFINITION

Under the general supervision of a Director, independently plan, schedule, and perform a variety of specialized clerical and technical duties; work closely with deans, vice presidents and other hiring managers in assisting the administration to supply information and/or instruction regarding aspects of a Human Resources Office.

EXAMPLE OF DUTIES

1. Assist in the routine functions of the assigned Human Resources Office.

2. Greet visitors, answer multiple-line telephone, and answer email messages to provide information and answer inquiries regarding all aspects of recruitment and hiring; provide guidance for using the on-line employment application system.

3. Review application packets for completeness and to ensure that candidates meet minimum qualifications for a variety of subject areas. Input and track adjunct faculty and non-academic/non-classified assignment information into spreadsheets shared with other Human Resources Office staff.

4. Compose and prepare original correspondence related to all aspects of the recruitment and hiring processes. Perform other office clerical functions including mail processing and distribution.

5. Operate office equipment, microcomputers, and related software to produce, update, edit and manipulate files, records, web pages as required by the specific human resources office.

6. Prepare purchase orders, maintain department budgets, and prepare budget reports using computerized financial and accounting systems. Assist in researching details of equipment to be purchased under the Chancellor’s ADA (Americans’ with Disabilities Act) budget.

7. Conduct research, and analyze and accumulate data; perform special studies and prepare reports relating to the assigned human resources office.

8. Verify, compile, and record information for the preparation of reports and maintenance of filing systems; prepare records and reports based on data obtained from a variety of sources; process data in accordance with prescribed procedures. Assist in compiling documents for Cabinet and Board meetings.

9. Monitor and make recommendations for the existing policies and procedures within the assigned technical area.

10. Serve as back up to the other technicians in a human resources office.

11. Represent the assigned human resources office at job fairs; workshops, seminars, and committee meetings.

12. Perform related duties as assigned.
DESIRABLE QUALIFICATIONS

Knowledge:
Applicable sections of State Education Codes.
Appropriate computer-literacy skills.
District organization, operations, policies, procedures.
Human Resources policies, practices and procedures related to recruitment and hiring.
Modern office practices, procedures, and equipment including microcomputer software and hardware.
Record-keeping techniques.
Relevant federal and State legislation and District rules, regulations and policies.
Technical aspects of recruitment.
Understanding of collective bargaining contracts.

Skills and Abilities:
Communicate effectively both orally and in writing.
Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, disability and ethnic backgrounds.
Draw logical conclusions and make appropriate recommendations.
Establish and maintain effective working relationships with others.
Gather and analyze data.
Generate purchase orders and maintain budgets via computer based financial system.
Generate spreadsheets, and use a variety of computer applications.
Independently implement an aspect of the HR employment program.
Interpret and apply hiring rules and regulations, including the Education Code and Title 5 regarding application qualifications.
Maintain/present a pleasant demeanor with contacts to the human resources department.
Maintain complex records and prepare reports.
Meet schedules and timelines in a positive manner.
Operate a microcomputer and business-related software involving word processing, financial applications, spreadsheets and databases.
Perform technical work in the employment and professional development office.
Research and analytical ability in the application of business and statistical research and report techniques.
Type 50 words per minute from clear copy.

Training and Experience:
Any combination of education, training and experience equivalent to: one year of college with special course work in business administration, human resources management or a related field AND two years technical experience working in a public service business office.

License:
Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:
Favorable, usually involves an office.