

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Human Resources Technician	Range:	36
Date Revised:		Date Approved:	June 26, 2018

PRIMARY PURPOSE

This position is responsible for performing a variety of specialized professional, technical and analytical duties to support the district office of human resources. This position performs technical human resources assignments focused on recruitment, human resource technologies and employee development activities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates and participates in the technical activities related to recruitment, human resource technologies, employee orientation, employee training and employee workshops.
2.	Conducts recruitment for vacancies, including the preparation and distribution of job announcements and requests for advertising and recruitment sources.
3.	Provides information and assistance in person, via email or on the telephone to District personnel, staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, employment verifications, policies and procedures.
4.	Provides oversight of the hiring committee processes and ensures District policies and equal employment opportunity guidelines are followed.
5.	Maintains the applicant tracking system, pre-screens applications for completeness and minimum qualifications, verifies data input and troubleshoots system problems.
6.	Schedules and proctors the administration of district typing tests. Updates and maintains test scores on human resource information systems.
7.	Assists with maintaining HR website by updating content, graphics and HTML links.
8.	Assists with special projects and events as assigned; maintains calendar of activities; distributes promotional and informational materials; maintains current mailing lists.
9.	Maintains and updates human resources documents such as training guides, job announcements and informational pamphlets.
10.	Provides technical expertise and analytical support for human resource information systems (HRIS) including the applicant tracking system, personnel database, etc, to staff, faculty, students and the public.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Human Resources Technician maintains frequent contact with various District Administrators and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

High school diploma or GED, supplemented by college courses.

Minimum of two (2) years of increasingly responsible office support experience, preferably within an HR environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of District policies, procedures, rules and regulations related to assigned functional area of responsibility
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of interpersonal skills, telephone techniques and etiquette, public relations techniques
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to perform a variety of specialized technical duties concerning the employment of personnel
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
