

## 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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Performs related duties as assigned.

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## OTHER FUNCTIONS

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## WORKING RELATIONSHIPS

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

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## EDUCATION AND EXPERIENCE

### Minimum Qualifications

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.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational 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

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Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

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**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.

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