

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN-ACADEMIC

BASIC FUNCTION:

Under the direction of the Director of Human Resources, perform complex and technical duties in support of the employment, verification of minimum qualifications and evaluation of academic employees of the District.

REPRESENTATIVE DUTIES:

Administer and monitor all phases of the District academic employment process, including mandated minimum qualifications and Education Code requirements. *E*

Provide orientation for new academic employees; assure the completion of appropriate forms; assess transcripts and experience to establish minimum qualifications and establish salary placement. *E*

Prepare, distribute and monitor academic contracts; assure proper salary placement, percentage of credit hours and appropriate credential/minimum qualifications. *E*

Provide specialized, technical and procedural information to academic staff, other employees, outside agencies and general public regarding District policy, minimum qualifications, salary placement, academic contract Education Code. *E*

Coordinate the academic evaluation process and prepare and monitor related documents. *E*

Maintain personnel records and related files and documents of academic staff and administrators in compliance with state employment regulations, immigration laws and District policy. *E*

Prepare State Chancellor's office MIS/Staff Data Report; set up, implement and train others in the computerized database system for the Department. *E*

Prepare agenda materials and reports requiring Governing Board approval. *E*

Prepare materials and coordinate meetings for Equivalency Committees. *E*

Prepare academic unemployment insurance claims for administrative agency. *E*

Review applications for new academic positions; assure proper college accreditation, degrees and employment background prior to submitting to interview committees. *E*

Assist in the revision of personnel procedures and forms; provide work direction to others as assigned.

Respond to requests for verification of employment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

Personnel policies and procedures.

District organization, operations, policies and objectives.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform complex and technical duties in support of the employment and evaluation of academic employees of the District.

Understand and interpret transcripts.

Counsel and inform applicants and employees regarding District employment policies and minimum qualifications.

Provide work direction to others as assigned.

Operate various office equipment including typewriter, calculator and computer terminal.

Set up, implement and train others on the computerized database system of the Department.

Communicate effectively with others both orally and in writing.

Maintain records and prepare reports.

Work independently with little direction.

Establish and maintain effective and cooperative working relationships with others.

Work confidentially with discretion.

Understand and follow oral and written directions.

Type at an acceptable rate of speed.

Accomplish many tasks simultaneously.

Complete work with constant interruptions and demands requiring immediate attention.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training in personnel management, business administration or related field and two years increasingly responsible personnel experience in an educational setting.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of standard office equipment.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to prepare and maintain reports and files.