

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICAL ASSISTANT

SUMMARY DESCRIPTION

Under the direction of the Director of Human Resources, provide general and technical support to the Human Resources office; greet visitors and staff members and provide information related to the services and functions of the office; assist with various staff recruitment efforts; prepare various reports and information as requested; and provide assistance on an as needed basis to departmental staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist College staff and the public with various operations and activities of the Human Resources Office; answer procedural questions and disseminate information. *E*
2. Assist with various staff recruitment efforts; maintain recruitment files; receive new/replacement request form; review current job description and make changes as assigned. *E*
3. Prepare job announcements and newspaper advertisements; post job vacancies on web site; obtain approval for running ads; distribute or submit announcements to appropriate locations, personnel or agency according to established procedures. *E*
4. Intake employment applications; input appropriate information in order to generate standard letters and spreadsheet documents. *E*
5. Obtain and prepare a list of interview committee members and applicants; submit for approval; schedule meetings and gather materials for meetings including questions, packets, folders and applications. *E*
6. Mail standard form letters of acceptance or regret; complete permanent job folder with appropriate paperwork according to established procedures. *E*
7. Process, maintain and file TB cards for all college employees; notify payroll of TB results and send renewal notices to current employees. *E*
8. Maintain various computerized and paper records and files including those of a confidential nature. *E*
9. Compile and tabulate statistical data; compile information from various sources and prepare appropriate forms, schedules and reports related to Human Resources on an ad hoc or ongoing basis; verify accuracy, completeness and compliance with rules, procedures, regulations and policies. *E*
10. Create and distribute faculty agreements listing classes assigned to individual instructors and current pay rates. *E*
11. Receive and process employment verification requests; gather appropriate information and complete verification letter or form. *E*

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12. Operate various office equipment including but not limited to computer, copier, microfiche, calculator, typewriter, and printer; utilize various software applications to meet the needs of the office; provide assistance to other employees as needed. *E*
13. Assure compliance with legal mandates and established timelines. *E*
14. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
Basic procedures related to classified or academic employment.
District organization, operations, policies and objectives.
Principles and procedures of confidential record keeping and filing.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.

Ability to:

Assist College staff and the public with various operations and activities of the Human Resources Office.
Assist with various staff recruitment efforts.
Screen and process employment applications and other personnel-related documents.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Maintain confidentiality of work performed.
Type or enter data at a speed necessary for successful job performance.
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
Adapt to changing technology and learn functionality of new applications and systems.
Meet critical deadlines while working with frequent interruptions.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students, staff, and general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three years general clerical experience including one year in a human resources function.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record may be required for some positions to drive a District or personal vehicle to attend meetings, pick up/deliver documents or other materials, or drive individuals to and from different locations on the campus.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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