

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES POSITION CONTROL TECHNICIAN

SUMMARY DESCRIPTION

Under the general supervision of the Director of Human Resources, plan, organize, monitor, evaluate and reconcile the position control system. Audit and review position control reports. Oversee and direct the Human Resources portion of the position control system. Perform daily Human Resources operation in various areas of position control maintenance.

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 in system integration of position control. Assist in designing a system to detect errors, duplication and omission, verify positions are budgeted, ensure position has been properly approved, provide historical data, prepare reports, provide position tracking system, reconcile employee assignments and provide training. *E*
2. Review HRT to ensure complete information has been submitted to HR to create a position. *E*
3. Create positions for employees in the HR system. *E*
4. Assist in developing guidelines and procedures for position development and control. *E*
5. Ensure personnel information is available for budget development in current and future fiscal years. *E*
6. Oversee and direct the Human resources portion of the position control system, ensuring that all additions and changes meet the Southwestern College District's guidelines and collective bargaining agreements and are accounted for and coordinated with the Finance and Payroll Departments. *E*
7. Plan, organize, monitor, evaluate and reconcile the position control system. Audit and review position control reports and make changes as needed. *E*
8. Coordinate communications and information between departments and others to assure efficient and effective fiscal, budgetary and Human Resources reporting activities. *E*
9. Ensure the integrity and accuracy of the Position Control System and data. Establish Human Resources job descriptions, job codes, job categories, work locations and work calendars. *E*
10. Perform daily Human resource operations in various areas of position control maintenance, job description development and reports. *E*
11. Ensure the integrity, compliance and accuracy of information by maintaining knowledge of District policies, procedures, Faculty and Classified union contracts, and federal and state requirements. *E*
12. Work with information technology personnel in the development of programs and modification of existing HR system. *E*
13. Work with information technology on the preparation, presentation, documentation and reporting of data to the State. *E*
14. Perform year-end closing functions involving position control, including elimination and creation of positions. *E*
15. Perform complex analysis of position control Human Resources data for assignments, salary, re-employment and classification studies. *E*

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16. Organize and implement the activities and operation of position control to assure records are maintained in an accurate and timely manner. *E*
17. Participate in the processing, auditing, maintenance and completion of position control reports and related documents. *E*
18. Upload and download data and build temporary spreadsheets to analyze data; extract data, manipulate information, and develop spreadsheets and templates for reports. *E*
19. Input and update employee and position control information into an assigned computer system; establish and maintain related automated records; add positions and staff as needed; audit employee data and records to assure position control information is current and accurate. *E*
20. Respond to classification and compensation surveys; participate in layoff procedures to monitor affected classes for administrative placement; observe procedures for reinstatement and reemployment from layoff; advise employees of reemployment rights and offers and document responses; assist in conducting salary and fringe benefit studies; analyzes data; participate in special projects as assigned. *E*
21. Research and analyze personnel records to resolve problems and respond to inquiries related to assigned personnel. *E*
22. Review and create documents for vacant and new positions and verify budget information, dates of position and classification or position type. *E*
23. Provide support for the Human Resources Director; coordinate flow of communication; draft correspondence, reports and other materials as required. *E*
24. Maintain confidentiality of highly sensitive and privileged information. *E*
25. Document position control procedures and transactions and explains them to auditors, as required. *E*
26. Provide position control trainings as needed. *E*
27. Perform other duties as assigned related to Human Resources Position Control Technician work.

KNOWLEDGE AND ABILITIES

Knowledge of:

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
Preparation, review and evaluation of position control data.
Operation of standard office machines, equipment and related software.
Applicable sections of the State Education Code and other laws, rules and regulations regarding assigned activities related to Human Resources.
Principles and procedures of confidential record keeping and filing.
Preparation of comprehensive, clear and concise reports.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Public speaking and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Basic principles and practices utilized in providing training and work direction to staff.

Ability to:

Perform complex technical duties.
Remain current, and apply and explain policies, procedures, and activities related to Human Resources.
Exercise initiative and work independently on assigned projects.

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Express difficult concepts clearly in oral and written communications.
Perform a variety of technical and complex work in preparation, maintenance and review of records and reports.
Operate a variety of office machines and equipment including typewriter, calculator, copier, word processor, and computer terminal as required.
Operate computer equipment to input and manipulate data and to generate records and reports.
Assure compliance with applicable policies, procedures and governmental regulations.
Interpret, explain and apply legal and administrative policies, procedures and other requirements and restrictions.
Establish and maintain cooperative and effective course of action.
Plan and organize work.
Communicate both orally and in written correspondence at a highly professional level.
Interpret, apply and explain applicable procedures, rules and regulations.
Complete assignments with minimal supervision.
Demonstrate sound judgment in the application and interpretation of existing methods and procedures.
Work confidentially with discretion.
Meet schedules and timelines.
Maintain confidential records and reports.
Plan and organize work to meet schedules and time lines.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Work independently with very little or no direction.
Work confidentially with discretion.
Operate a variety of office equipment including a computer and related software, typewriter, and calculator.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
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 two years of college level course work in human resources management, in public administration, business administration, or related field, and two years of increasingly responsible human resources experience in an educational setting.

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 and may include 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.

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

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Human Resources