



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Human Resources Technician (Confidential)	
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input checked="" type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
<b>RANGE:</b>	C17	
<b>HOURS PER DAY:</b>	Up to 8	
<b>HOURS PER WEEK:</b>	Up to 40	
<b>MONTHS PER YEAR:</b>	Up to 12	
<b>REPORTS TO:</b>	Associate Vice President of Human Resources or designee	

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Human Resources Technician (Confidential) performs standard employment processing and payroll functions for one or more assigned employee classifications; and other related duties as assigned.

Incumbents serving in positions assigned to this class have access to and possess information relating to the District's employer/employee relations for the assigned employee classifications.

The Human Resources Technician calculates and prepares monthly payroll information for all compensable work within assigned classifications. Employees in this class are responsible for processing hiring and onboarding for assigned classifications, including verifying minimum and preferred qualifications; receiving and processing required employment eligibility documentation, tax and payroll documents, benefit elections, and retirement system enrollment; and determining initial salary schedule placement. The Technician exercises independent judgement and problem solving for routine human resources functions within an established framework of policies and procedures. This job class functions at an advanced journey level of classification and requires the application of technical, human resources, payroll, and accounting knowledge.

**TYPICAL DUTIES**

*Essential Functions:*

- Prepare and maintain a variety of personnel related information, statistics, and documentation such as recruitment files, personnel files, department reports, collective bargaining, and other reports.
- Research information and provide input to the Associate Vice President of Human Resources on a variety of Human Resources related matters; prepare reports and correspondence as needed.
- Provide information and documents for the collective bargaining process; participate in

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contract negotiations and maintain collective bargaining agreements.

- Interpret, explain, and apply the California Education Code, Federal and State laws, and District policies, procedures, and regulations.
- Verify initial employee salary placements, maintain and process employee salary information, and enter information in to the District's software system, and provide related documentation to the employee and appropriate departments.
- Create, review, verify, process, maintain, and update human resources and payroll records and related accounts; coordinate recordkeeping and payroll processing with Business Services staff.
- Prepare and disseminate employment contracts for assigned classifications, input compensation-related data in to the District's software system.
- Perform complex technical duties preparing and processing a variety of confidential information including, but not limited to, salary analysis, upward mobility, reclassifications, and various legal and compliance issues.
- Oversee activities related to classification, salary placement, and orientation for new employees in assigned classifications.
- Research, summarize, and analyze comparative salary data, make salary range recommendations, and conduct studies of internal class compensation relationships in assigned classifications.
- Train and instruct human resources staff in established methods and procedures.
- Maintain personnel files and records for assigned classifications.
- Receive, review, verify, process, and maintain employment-related documents, records, and forms, ensuring accuracy, completeness, and compliance with applicable rules, regulations, policies, and procedures.
- Conduct accurate leave accounting for assigned classifications.
- Perform other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS***Knowledge of:*

- Methods, practices, terminology, and procedures used in Human Resources administration.
- Recruitment and salary placement of employees.
- District policies, procedures, legal requirements, and other applicable regulations impacting Human Resources administration.
- State and federal laws, codes, and regulations concerning Human Resources administration.

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- State minimum qualifications for Faculty, administration, and other academic positions.
- Research methods, report writing, and proofreading techniques.
- Reclassification principles and procedures.
- Technical aspects of processing new employees and maintenance of employee files.
- Fingerprinting techniques, regulations, policies, and procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Recordkeeping and office organization methods.
- District organization, operations, policies, and objectives.
- Current office and business technologies, personal computer, and associated software applications such as word processing, spreadsheet, presentation, and/or database software.

*Ability to:*

- Operate a variety of office equipment such as a computer, calculator, copy machine, and scanning devices.
- Use various software applications for record keeping and database management.
- Utilize the District's integrated software in performing the required duties of the position.
- Coordinate and assist with planning of operational activities in the Human Resources office.
- Coordinate, plan, manage, and perform a variety of complex technical duties related to the employment, recruitment, benefits, and records for assigned classifications.
- Perform complex technical duties preparing and processing a variety of confidential information.
- Manage, coordinate, plan, and perform analytical research.
- Communicate effectively, orally and in writing.
- Perform complex assignments independently.
- Research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
- Manage numerous assignments with close attention to detail, schedules, and deadlines simultaneously.
- Assure compliance with a variety of complex government regulations.
- Learn new procedures, files, systems, and equipment including utilization of data processing systems.

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- Learn, interpret, apply, and explain rules, regulations, policies, and procedures.
- Develop and maintain confidential personnel records.
- Demonstrate cultural humility towards the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and ability populations of community college staff and students.

**QUALIFICATIONS**

*Education Required:*

- A.A. degree in a business, human resources, accounting, or a related field or the equivalent.

*Experience Required:*

- Two years of human resources, payroll, or related professional experience.

**APPROVALS**

Date Created/Revised:	January 2020
Cabinet Reviewed:	January 2020
Board Approved:	March 11, 2020

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)