

Range	34
Hours/Day	8
Hours/Week	40
Months/Year	12

Shasta-Tehama-Trinity Joint Community College District

JOB TITLE: Hourly Faculty Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To prepare, maintain, and verify human resources records and supporting documents related to the processing of hourly paid academic staff (adjunct faculty); to calculate, compute, and prepare information to process payroll; to coordinate information regarding minimum qualifications and requirements for adjunct faculty. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class is responsible for exercising independent judgment and problem solving in the preparation, processing, and maintenance of human resources related reports, actions, and records within strictly defined timelines and for providing accurate information regarding minimum qualifications and requirements. This job class functions at an advanced journey level of classification and requires the application of technical, human resources, payroll, and accounting knowledge.

SUPERVISOR: Director of Human Resources or designee

TYPICAL DUTIES:

- Maintains personnel files and records for adjunct faculty.
- Prepares contracts for hourly academic staff in conjunction with established District policies and procedures.
- Calculates salaries and prepares data for hourly faculty payroll, performing arithmetical computations.
- Prepares a wide variety of documents such as interoffice communications, requisitions, forms, letters, reports, statistics, specifications, etc. from rough draft or verbal instructions and independently composes correspondence.
- Acts as an information source regarding department/office policies, procedures, and requirements; receives callers and provides information where judgment, knowledge, and interpretation of established procedures/policies are required.
- Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
- Maintains accurate and detailed calendar, including due dates and schedules to ensure proper tasks and activities occur as scheduled.
- Keeps a record of expenditures, maintaining and monitoring budget accounts, records and balances.

- Tracks and maintains sick leave records for assigned staff.
- Verifies placement of instructors on salary schedules and maintains records of necessary forms.
- Assists with preparation and processing of mileage reimbursement claims and office hour records for adjunct faculty.
- Prepares and processes facility usage documents to include purchase orders and/or billings for facilities used or rented by the district.
- Researches and gathers information of a confidential nature and maintains security of such information.
- Compiles and maintains various employment lists related to qualifications, assignments, and length of service for adjunct instructional staff.
- Provides information to adjunct faculty and applicants regarding minimum qualifications, requirements, and procedures.
- Independently prepares a variety of reports related to assigned functions and submits reports to appropriate party, office, or agency.
- Establishes, maintains, and updates human resources and payroll records and related accounts; coordinates recordkeeping and payroll processing with business office staff.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of

- modern office methods, practices, and procedures.
- financial recordkeeping principles, methods, and practices.
- human resources procedures.
- computerized recordkeeping as it pertains to payroll processing.
- proper Business English usage, grammar, punctuation, spelling, and vocabulary.
- basic software applications such as word processing, database and spreadsheet.

Ability to

- learn district and State Education codes, policies, procedures, and regulations as they apply to District payroll, accounting, and human resources procedures.
- establish and maintain a variety of records and files.
- prepare reports and provide summaries.
- learn, interpret, successfully apply and carry out a variety of complex directions.
- analyze situations and take appropriate action regarding procedural matters without immediate supervision.

- understand and carry out a variety of oral and written instructions independently.
- perform accurate mathematical calculations.
- assemble, organize, and analyze financial/payroll data effectively.
- apply human resources and payroll related rules and regulations to specific cases.
- plan, organize, and prioritize work so as to meet exacting time limits and deadlines.
- type accurately at a rate required for successful job performance.
- operate a variety of standard office machines and equipment, including computer, printer, calculator, 10-key and copier
- effectively use designated office computer software programs including Microsoft Office Suite and integrated personnel system.
- effectively and tactfully communicate in both oral and written form.
- effectively work under pressure.
- establish and maintain effective working relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- A.A. degree or equivalent.
- Four years of increasingly responsible clerical/technical experience; two years of experience in a community college preferred; college training in business area may be substituted on a year-to-year basis.