

Senior Human Resources Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=225299>

Downloaded On: May. 9, 2024 9:28am

Posted Nov. 8, 2023, set to expire Jun. 30, 2024

Job Title Senior Human Resources Technician
Department Human Resources
Institution San Diego Community College District
San Diego, California

Date Posted Nov. 8, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

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Apply By Email

Job Description

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Senior Human Resources Technician

San Diego Community College District

Closing Date:

Position Number: 011695

Location: District

Position Type:

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The Position:

Posting Details (Default Section)

Closing Date: Open Until Filled Yes Classification Title Senior Human Resources Technician Working Title Lead Technician (Remote options available) Recruitment Limits Location District Pay Information Range 26 (\$4,511.76- \$7,201.80) per month based on the current Classified salary schedule. New employees will begin on Step A (\$4,511.76), Step B (\$4,737.35) with 18 months of verified, paid, full-time equivalent related job experience or up to Step C (\$4,974.22) with 36 months of verified, paid, full-time equivalent related job experience. For purposes of salary placement, 7.5 semester units (or equivalent quarter units) of directly related coursework from a regularly accredited institution will be equivalent to one (1) year of job experience. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 No. Months: 12 Months Position Number: 011695 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 26 Department People, Culture, & Tech Services The Position Applications are being accepted for a Senior Human Resources Technician in Employee Relations with the People, Culture, and Technology Services Division. The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Remote options are available.

Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

If you would like to open the link in a different tab or window, right click and select the option.

Desired Qualifications

- Demonstrated experience in talent acquisition, including recruitment and selection strategies designed to support growth, diversity and inclusion, and the organizational needs of our hiring departments.
- Demonstrate good judgment by anticipating the consequences of actions and weighing multiple, sometimes conflicting priorities.

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- Proficiency with software including Microsoft office suite (Word, Excel, Outlook) and PeopleSoft.
- Skilled in the logistics of scheduling and coordinating large numbers of phone, video chat, and onsite meetings with changing priorities.
- Excellent verbal and written communication skills.
- Proven calendar management and scheduling expertise.
- Familiarity with an ATS system, preferably PeopleAdmin.
- Highly organized with the ability to prioritize tasks and work time efficiently.
- Self-directed, detail-oriented, problem solver, high-energy, driven, tenacious follow through, with a "customer service-oriented" mindset.
- Learn quickly in a fast-paced, ever changing environment.
- Strong team player with a positive personality.
- Very strong in MS Excel. For example, you must be proficient in writing and creating formulas and functions. You should be able to deal with large data sets and create ad hoc reports. You must know advanced Excel formulas such as VLOOKUP's and be able to easily create a graph and implement conditional formatting.
- Create and interpret ad hoc recruiting reports in spreadsheets that reflect the metrics of our hiring process.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-line application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. **Special Instructions to Applicants:** To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Letter of Interest;
3. Current Resume; AND,
4. Three professional references listed within the online application.
5. Licenses/Certificates (If applicable).
6. Unofficial Transcripts (Optional).
7. Foreign Degree Evaluation (If applicable).

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Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

Additional Information: EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public

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Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01345

Major Responsibilities:

Qualifications:

Desired Qualifications:

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- Demonstrate good judgment by anticipating the consequences of actions and weighing multiple, sometimes conflicting priorities.
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Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

jeid-1736e232252ad64cb69a13d709c66cd8

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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