

TEMPORARY Human Resources Technician -
Confidential
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243936>

Downloaded On: Sep. 1, 2024 12:14am

Posted Aug. 28, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Human Resources Technician - Confidential
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Aug. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Human Resources
Apply Online Here	https://apptrkr.com/5579401
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Job Description	

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TEMPORARY Human Resources Technician - Confidential

Salary: \$31.71 - \$39.00 Hourly

Location: SCCC District Office - Fresno, CA

Job Type: Temporary

Division: DO Human Resources

Job Number: 202400221-T

Closing:

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General Purpose

Under general supervision, performs responsible and moderately complex technical and administrative duties in support of the District's Human Resources department and its programs; participates in recruitment and selection activities, employee records maintenance and personnel transaction processing for new and current student workers and classified or academic employees; conducts and compiles market surveys used to formulate proposals in the collective bargaining process; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of technical human resources duties involving new-hire processing, personnel transaction processing, records maintenance, and assistance in the recruitment/selection process for either academic employees or classified employees and student workers; provides pertinent information to employees and the public on these matters.
- Reviews and ensures new-hire packets, documents and pre-employment requirements are complete and accurate; determines salary placement; enters data into appropriate software system; may conduct new-hire orientations; creates personnel files and employment reports; facilitates the employee fingerprinting process; reviews and reports on results.
- Reviews, adds to and processes personnel action change forms; interacts with and provides information to Payroll department.
- If assigned, supports the recruitment/selection of full-time and adjunct faculty by creating job announcements and ensuring their distribution, screening all applications for completeness and minimum qualifications, and modifying applicant status following hiring committee selection; responds to applicant questions.
- Supports and participates in the District's collective bargaining process; provides technical input on contract language; conducts compensation and benefits surveys for use in negotiations; updates and distributes completed MOUs/contracts.
- Assists in the employee performance evaluation process on behalf of managers and

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administrators; notifies employees and supervisors regarding upcoming evaluations; distributes forms and materials; monitors process for completion and maintains evaluation files.

- Creates, maintains and updates specialized and custom forms, databases, logs, files, records and reports; designs, develops and maintains spreadsheets and databases requiring data interpretation and manipulation.
- Reviews, researches and processes unemployment claims; prepares and submits new-hire reports to the California Employment Development Department (EDD).
- Conducts a variety of surveys including surveys of compensation, benefits, leave benefits and professional growth and longevity benefit offerings.
- Prepares and conducts staff training sessions and other presentations to a variety of audiences.
- May assist with the District's Service Awards program; generates list of annual recipients; places orders for award material; attends and participates in awards ceremony.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Performs special projects as assigned.
- Maintains, orders, duplicates and/or distributes a variety of human resources-related handbooks, forms and packets.
- May attend trainings and workshops.
- Assists with updating the Human Resources website.
- Performs related duties as assigned.

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Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Board policies, District human resources policies, rules, administrative regulations, procedures and practices related to the administration of recruitment, selection, hiring and related functions.
- The California Education Code and other applicable federal, state and local laws/regulations.
- Principles, concepts and techniques used in customer service, public relations and community outreach.
- Modern office practices, procedures and equipment including computers and applicable software programs.
- The District's HRIS system, practices and procedures for processing applicant information and personnel transactions.
- Operations, services and activities of a community college district.
- The District's collective bargaining process and labor contract provisions.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Safety policies and safe work practices applicable to the work.

Skills and Abilities to:

- Coordinate and participate in the recruitment and selection process for either academic employees or classified employees and student workers.
- Represent the District and department effectively with other departments, applicants and screening/ interview committees.
- Understand, interpret and explain the application of policies, procedures and plan provisions

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pertaining to assigned areas of responsibility.

- Maintain confidentiality of sensitive information, records and bargaining positions.
- Monitor, calculate and report salary placement and advancement factors.
- Prepare and maintain accurate and complete files and records.
- Perform specialized data entry rapidly and with a high degree of accuracy.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Establish priorities and work effectively and independently with many demands on time.
- Analyze situations accurately and adopt effective courses of action.
- Track statistical information utilizing complex spreadsheets and databases.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Prepare and present periodic training sessions as directed.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent, and two years of directly related work experience in human resources recruitment/selection, new employee on-boarding and complex HR records management; or an equivalent combination of training and experience.

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LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and to lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.



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Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4636867/temporary-human-resources-technician-confidential>

Contact Information

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

Contact

N/A

State Center Community College District

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