

**Senior Human Resources Technician
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=256335>

Downloaded On: May. 1, 2025 12:11am

Posted Apr. 30, 2025, set to expire May 11, 2025

Job Title Senior Human Resources Technician
Department People, Culture, & Tech Services
Institution San Diego Community College District
San Diego, California

Date Posted Apr. 30, 2025

Application Deadline 05/11/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Human Resources

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Job Description

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Senior Human Resources Technician

San Diego Community College District

Closing Date: 5/11/2025

Position Number: 006906

Location: District

Position Type:

Senior Human Resources Technician San Diego Community College District

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 05/11/2025 Open Until Filled Yes Classification Title Senior Human Resources Technician Working Title Retirement Reporting Specialist Recruitment Limits Location District Pay Information *Range 26 (\$5,431.85 - \$7,489.87) per month based on the current [Classified salary schedule](#). New employees will begin on Step D (\$5,431.85). Step placement is non-negotiable. 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, salary schedules and more information about terms and conditions of employment to include salary and benefits.*

Position Equivalent FTE: 1.0 FTE No. Months: 12 Position Number: 006906 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 currently being accepted for a Senior Human Resources Technician (Retirement Reporting) in the People, Culture, and Technology Services Division located at the District Office in Mission Valley. Hours are Monday through Friday, 8am to 5pm. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note: 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. Classification Description Click [here](#) for description.

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

Desired Qualifications

Analytical skills: Strong ability to analyze data, identify discrepancies, and draw meaningful conclusions from complex information. Ability to interpret HR policies and procedures, collective bargaining agreements, employee handbooks, CA Education Code, CalSTRS and CalPERS rules and regulations.

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Research & Auditing skills: Expertise in conducting research and internal audits of compensation and payroll data.

Time Management skills: Able to work in a fast-paced environment, having a proven ability to manage multiple tasks and meet critical deadlines.

Communication skills: Effectively communicate complex concepts to both HR professionals and employees, with exceptional customer service skills. Ability to summarize complex information concisely both verbally and in writing to ensure mutual understanding.

Technical skills: Human resources experience, preferably in compensation, payroll, or benefits. Proficiency in Excel and HR information systems, including vLookUps. Excel testing will be conducted. 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 online 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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.
Complete online application;

1. Computer table;
2. Resume; AND,
3. Two (2) to three (3) professional references included within the online application.

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Tentative Timeline (Subject to Amendments)

Position is open until filled

First "soft" closing: **May 11, 2025**

Screening: May 19-23 2025

Tallying: May 27, 2025

Interviews via Zoom: June 6, 2025

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 Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01775

Major Responsibilities:

Qualifications:

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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.

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Contact Information

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

Contact

People, Culture, & Tech Services
San Diego Community College District

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