

FT Human Resources Technician I Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=262620>

Downloaded On: Sep. 17, 2025 3:36pm

Posted Sep. 17, 2025, set to expire Oct. 26, 2025

Job Title FT Human Resources Technician I
Department HR Tech I-25
Institution Cerritos College
Norwalk, California

Date Posted Sep. 17, 2025

Application Deadline 10/26/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Human Resources

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Apply By Email

Job Description

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FT Human Resources Technician I

Salary: \$72,696.00 - \$91,248.00 Annually

Job Type: Full Time

Job Number: HR Tech I-25

Closing: 10/26/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: HR Tech I-25

Division: Human Resources

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on October 26, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Human Resources Department strives to uphold Cerritos College's service excellence commitment in support of District employees by recruiting qualified individuals, retaining valuable employees, administering benefits, mitigating risk, providing a safe work environment, and issuing policies and procedures that promote equity, diversity, inclusion, and accessibility. All services provided by Human Resources are achieved through team-work in a collaborative, respectful, and innovative environment.

The Human Resources Department is composed of three HR Clerks, four HR Technicians, one HR Technician II, one HR Analyst, one Compliance/Employee Relations Coordinator, one Administrative Assistant, two Directors, and the Vice President of HR. We are eager to add an experienced HR professional who is adaptable, responsive, and efficient to join us in our continuous pursuit of improvement and innovation.

Summary

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Provides clerical and technical support to Human Resources functions. Provides support and coordination of certain aspects of employment, employee relations, District Health and Welfare benefits, and customer service. Assists and supports Human Resources work flow including the preparation of documents used in collective bargaining negotiations.

Distinguishing Career Features

The Human Resources Technician I demonstrates competency at coordinating various administrative aspects of Human Resources. Provides general support for office functions including word processing, researching files, answering phones and greeting the public.

Job Duties

Essential Duties and Responsibilities

- Receives and screens telephone calls and inquiries, providing information and/or referring caller to appropriate individual(s) and/or organizational unit(s) for response.
- Greets visitors, staff, and the public, responding to questions about employment and general information.
- Prepares reports, correspondence, notices, memoranda, spread sheets, charts, forms, agendas, and other documents in support of employment, collective bargaining negotiations and related functions.
- Receives, handles, and stores confidential and private information pertaining to the District and its employees, including employee evaluations, disciplinary actions, grievances, EEOC complaints, and information related to collective bargaining.
- Enters and maintains employees in the District Health and Welfare plans.
- Enters and maintains employee information in relational databases of human resources information. (e.g., PeopleSoft, LACOE system, CalPERs Benefit system)
- Receives, processes, and distributes departmental mail.
- Researches, responds to, or refers employees' questions about personnel policies and procedures.
- Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential information.
- Performs general data entry such as, but not limited to, updating of mailing lists used for recruiting, assembling data and information for surveys and reports.
- Makes arrangements for on and off-campus meetings.
- Trains, coordinates, and reviews the work of temporary employees assigned to the Department.
- Prepares and distributes position vacancy announcements. Creates for review and approval,

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- vacancy advertisements to newspapers and periodicals. Posts position vacancies on web sites.
- Accepts and processes job applications for recruited positions. Examines application packages for completeness and required information. Enters demographic data onto a computer-aided file for applicant tracking, ensuring up-to-date information on applicants and deleting outdated information.
 - Assembles applications, supporting materials, and interview/rating forms for selection committees. Communicates with candidates on logistics for recruitment and selection processes.
 - Administers and scores pre-employment skills tests. Uses established scoring templates and/or forms.
 - Follows through with job applicants, contacting successful candidates for interviews, and corresponding by letter with those not receiving interviews.
 - Receives and processes pre-employment supplemental information requests such as background checks, immigration, and immunization verifications. Enters information onto a human resources database.
 - Refers applicants for live scan screening. Once complete, monitors transmittal of fingerprint and related information to the California Department of Justice for screening.
 - Provides employment and general information about the District to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, etc.) as requested.
 - Prepares materials for the Board agenda
 - Processes employment information and tracks status and worked hours of temporary employees.
 - Receives, processes, and/or forwards to the appropriate source, employee information updates such as, but not limited to benefits, dependents, and status changes.
 - Maintains currency of knowledge and skills related to the duties and responsibilities.
 - Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

Requires a high school diploma or the equivalent, plus one year of post-secondary course work in Secretarial Science, Human Resources, or a related area and 2 years of progressively responsible experience in a customer service environment. Experience in Human Resources or closely related function is preferred.

Preferred Qualifications

At least one year of experience in processing employee benefits.

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Supplemental Information

Knowledge and Skills

The position requires professional knowledge of:

- Basic knowledge of generally accepted Human Resources practices, including fair employment practices and laws.
- Features of classification, compensation, payroll procedures, employee benefit plans and collective bargaining.

This position requires demonstrated skill in:

- Sensitivity to, and understanding of, the diverse academic, socio-economic, cultural, ethnic and disability backgrounds of community college employees and students.
- Use of a personal computer for word processing, tabulating data on spreadsheets, desktop publishing, web updates, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.
- Human relations/interpersonal skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions, and to facilitate discussions with individuals.
- Math to compute sums, averages, ratios, products, and quotients.
- Language, grammar, and writing skills to prepare professional correspondence.

Abilities

This position requires the ability to:

- Interpret the policies, procedures, techniques, and rules governing human resources management at the College.
- Prepare professional correspondence for routine internal and external communications.
- Learn and interpret provisions of collective bargaining agreements.
- Learn and use desktop publishing software.
- Maintain up-to-date files and ensure security and confidentiality of information.
- Maintain productive and cooperative working relationships with others.
- Exercise sensitivity and discretion in handling confidential/private information and materials.

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Physical Abilities

This position requires the physical ability to:

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Sit, often for long periods of time, and move to campus locations on an occasional basis.
- Use visual acuity to read printed materials and microcomputer screen.
- Use hearing and speech to carry on conversations in person and over the phone.
- Retrieve work materials.
- Use manual and finger dexterity to write and keyboard at an acceptable rate and operate computer, and other office equipment, almost constantly requiring repetitive motions

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 12 on District Confidential Salary Schedule (\$6,058.00 - \$7,604.00 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

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Conditions of Employment

This is a full-time, 12-calendar month confidential position.

Hours of employment are: Monday thru Friday 8:00 am to 4:30 pm

Initial placement of employees on Confidential Salary schedule is at Step 1.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

Transcripts and Foreign Degrees

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter

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2. Resume/CV
3. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5071158/ft-human-resources-technician-i>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

HR Tech I-25
Cerritos College

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