PALO VERDE COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES TECHNICIAN II

NATURE OF THE POSITION:

Under the direct supervision of the Director of Human Resources, the Human Resources Technician II performs the following assigned functions:

DUTIES AND RESPONSIBILITIES:

1. Responsible for maintaining confidentiality of all personnel proceedings, records and reports.
2. Assist with implementation and recording of all Affordable Care Act requirements and reporting.
3. Assist with input of insurance information in all required systems, including RCOE Galaxy, Benefits Bridge and Health Savings Account reporting.
4. Assist with completing mandated state and federal reports: (i.e. MIS, IPEDS, E-6, GCR, FON, Adjunct Report, etc).
5. Set up and maintain personnel files for all employees.
6. Input personnel records of Certificated and Classified employees in all required data management systems currently in use by the district.
7. Maintain knowledge of CalSTRS and CalPERS requirements for employment, including membership, retirement and refund of funds.
8. Verify enrollment, GPA and semesters worked for requested student employees per semester. Create monthly list for board approval.
9. Set up and maintain all student records in required data management systems currently in use by the district.
10. Assist with distribution and maintenance records of room keys for all employees and for facility use requests.
11. Maintain mail boxes for all employees and records of mail box keys.
12. Assist with advertising and posting notices of all staff vacancies, internal and external.
13. Distribute, collect and organize application material for all staff vacancies.
14. Assist with classified pre-employment testing.
15. Assist with organization of interview committee for staff candidate pools.
16. Assist with notification of unsuccessful candidates by letter when vacancies are filled.
17. Assist with orientation for new employees.
18. Assist with new employee orientation and exit interviews for terminating employees.
19. Process all purchase requisitions for the Human Resource Department.
20. Assist with distribution of employment forms including Health & Welfare forms.
21. Assist with creation of, review and editing job descriptions/announcements for new and replacement positions.
22. Assist with the organization of Employee Evaluation process.

23. Maintain and update records of T. B. Test requests.
24. Create and update salary history records and follow-up on adjunct contracts each semester.
25. Assist in creating all manner of Human Resource department handbooks.
26. Assists the public, either in person or over the phone, by referring them to sources of information, giving out standard forms and explaining how to complete them, and giving information where judgment, technical knowledge and interpretation of policies, procedures and regulations are necessary or answering requests for information by consulting various available sources.
27. Maintains friendly and supportive atmosphere for students, faculty staff and the public. Assists in greeting and providing services to the public and District staff and in answering telephone calls.
28. Assists with the Administrative Services counter, including taking payments for student enrollment, request for transcripts, postage and misc fees.
29. Revises and updates a variety of District forms related to the Personnel process, creates and designs special forms as needed and new forms to improve systems and expedite personnel processes.
30. Attends trainings for the Riverside County Office of Education computer system and Colleague computer system.
31. Other Human Resource duties as assigned by the Director of Human Resources.

REQUIRED QUALIFICATIONS:

1. A.A. degree in Liberal Arts or A.S. degree in General Studies and 2 years of related work experience OR
2. Five years related work experience.
3. Computer literate in terms of data entry in a variety of software packages.
4. Ability to type at 50 WPM.
5. 10 key by touch and other business machines.
6. Physical ability to work effectively in an environment which is typical of this position.
7. Ability to pass the Clerical Skills Tests.

PREFERRED QUALIFICATIONS:

1. A.A. or A.S. with emphasis in Accounting or Business.

CLASSIFICATION:

Classification 8 on the Classified Salary Schedule.

BENEFITS AND POSITION STATUS:

12 month position - 40 hours per week

(Evening and weekend duties may be assigned)

Bargaining unit position - regular fringe benefits as accorded per CSEA agreement.