

CLASSIFICATION SPECIFICATION

Human Resources Technician

FT/PT Class Code: 4060, 4560 Pay Grade: B/C 07 FLSA: Non-Exempt Rev. 07/01/13

SUMMARY STATEMENT: An incumbent is responsible for performing entry level para-professional human resources work to support the administration of the human resources function.

NATURE AND SCOPE:

A class incumbent typically reports to a technical or administrative supervisor and is responsible for processing human resources transactions primarily in the areas of pay, benefits, or employment services that require specific application of College rules, policies, and procedures and State/federal human resource program requirements.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Reviews human resources transactions for accuracy and compliance with College rules, policies, and procedures and State/federal guidelines and procedures. Prepares less complex, more routine human resources documents for processing.
2. Maintains human resources files and records.
3. Provides routine information and procedural guidance to employees and/or applicants in areas of assigned human resources responsibilities.
4. Explains benefits and employment policies to new employees; assists new employees in completing various employment documents.
5. Prepares memos, letters, and general correspondence in support of human resources activities.
6. Reviews for accuracy, internally and externally, generated reports, such as payroll records, benefits summaries, and LAP reports. Prepares corrective documentation or informs superior of need for same.
7. Oversees the work of lower level clerical employees.
8. Assists in maintaining budgetary information.
9. Performs data entry of employment services information.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College, State, and federal rules, policies, and procedures.
- ◇ Knowledge of standard office practices and procedures.
- ◇ Knowledge of methods and techniques used in data computation and reporting.
- ◇ Knowledge of mathematics.
- ◇ Proficient organizational, keyboarding and word processing skills.
- ◇ Ability to provide basic application and interpretation of College rules, policies, programs, within area(s) of specialization to employees, applicants, supervisors, etc.
- ◇ Ability to apply College policies and procedures in areas of job responsibility.
- ◇ Ability to obtain and compile information from a variety of sources.
- ◇ Ability to operate standard office equipment such as typewriters, copy machines, calculators, word processors, and personal computers.
- ◇ Ability to communicate orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and four (4) years of relevant experience; or other equivalent combination of education and experience.