

RIO HONDO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES ASSISTANT II

BASIC FUNCTION:

Under general supervision, to perform a variety of responsible and technical personnel clerical functions and activities; to assist in the planning, organization, and conduct of recruitment, selection and employment processes; to assist in the planning, organization, development and maintenance of a comprehensive personnel record management, storage and retrieval system; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS:

Performs a variety of technical personnel clerical functions, including employee recruitment and selection, personnel employment processing, and other related functions and activities. E

Reviews requests for new personnel and personnel replacements, and assists managers and supervisors by supplying them with employment eligibility lists and material to aid them in the recruitment and selection process. E

Reviews and preliminarily screens applications to ensure application completeness and that applicants meet minimum qualification standards. E

Assists in the planning, organization and conduct of examination processes, including the development and distribution of vacancy notices, bulletin distribution, applicant notification, process monitoring, examination scoring and development of employment pool listings. E

Interprets and applies policies, regulations and guidelines to ensure that the District personnel management system is pursued in an effective and efficient manner. E

Assists in the planning, development, implementation and maintenance of manual and automated record management, storage and retrieval systems. E

Operates a variety of office machines including personal computer and word processing software such as Microsoft Office. E

May assist in the conduct of personnel need assessments, wage and salary surveys and other related functions and activities.

May independently respond to routine correspondence, memoranda, and requests for information and data.

May assist in the compilation and preparation of the personnel component of the Governing Board agenda.

May assist in the planning, organization and conduct of personnel orientation, staff development and in-service training programs.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, strategies and techniques pertaining to a comprehensive personnel management system.

Methods, procedures, terminology and techniques pertaining to an automated personnel record management, storage, and retrieval system.

Legal mandates, Board policies, regulations and operational procedures and guidelines pertaining to typical personnel management functions and activities.

Operation of office machines including personal computers and word processing software such as Microsoft Office.

ABILITY TO:

Interpret and apply technical personnel operational procedures, policies, rules, regulations and legal provisions.

Plan, organize and pursue a variety of complex personnel transactions.

Review, abstract and compile comprehensive management reports, which may include sensitive and confidential information.

Communicate effectively in oral and written form.

Operate a variety of office machines including personal computers and word processing software such as Microsoft Office.

Type at an acceptable rate of speed based on requirement of position.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by training or coursework in personnel management, business office procedures, or a closely related field and three years of responsible and technical personnel clerical experience, preferably including one in a lead capacity.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with and E on the job description.

RIO HONDO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTIONS:

Under direction, to perform a variety of technical and responsible Human Resources clerical duties; determine and adjust the salaries of Academic and Classified personnel; process all new employee hires and review related documents for completeness; and to do other work as required.

REPRESENTATIVE DUTIES:

Establishes and maintains Academic, Classified and Management/Confidential personnel files containing employment, payroll and other related information and materials. E

Plans and organizes new employee orientation program; provides initial orientation for all new employees. E

Reviews and processes a variety of personnel and related materials and documents including transcripts, fingerprints, x-rays, employment verifications and other materials/documents. E

Determines and adjusts the salaries of Academic personnel according to the collective bargaining agreement and established procedures and guidelines. E

Processes, posts and communicates with personnel from Accounting, Payroll and other District offices regarding payroll adjustments, status changes and transfer of funds. E

Interprets, applies and maintains current knowledge of laws, regulations and policies pertinent to personnel records and functions. E

Collects and compiles information and prepares the personnel agenda and reports for the monthly meeting of the Board of Trustees. E

Responds to requests for employment information regarding former employees. E

Trains and provides work direction to student workers as assigned; assists as directed in the selection and appraisal of new personnel. E

Performs a variety of clerical duties including typing, filing, duplicating and answering phones. E

Operates a variety of office machines including personal computer and word processing software such as Microsoft Office. E

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, rules and policies governing the maintenance of personnel records.
Record-keeping techniques including maintenance of complex records and files.

Modern office practices, procedures and equipment.

Operation of a variety of office machines including personal computer and word processing software such as Microsoft Office.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

ABILITY TO:

Interpret, apply and explain laws, regulations and policies related to personnel functions and records.

Process a variety of forms, applications and other documents according to established procedures.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Establish and maintain records and prepare reports.

Type at an acceptable rate of speed based on requirement of position.

Work independently with little direction.

Train and provide work direction to others.

Work confidentially with discretion.

Perform clerical duties with speed and accuracy.

Operate of a variety of office machines including personal computer and word processing software such as Microsoft Office.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical and record-keeping experience, preferably including one year experience involving personnel records.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

RIO HONDO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COORDINATOR (CONFIDENTIAL)

DEFINITION

Under direction, to supervise, plan, and coordinate the activities and operations of Human Resources programs, including recruitment, selection, employment, and fringe benefits; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex staff assistance to the Director of Human Resources.

SUPERVISION EXERCISED

Exercises direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the daily organization, staffing, and operational functions and activities for Human Resources programs, including recruitment, selection, employment, and fringe benefits.

Participate in the development and implementation of goals, objectives, policies, and priorities for Human Resources programs; identify resource needs; recommend and implement policies and procedures.

Select, train, counsel, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Supervise, coordinate, and review the work plan for Human Resources programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving Human Resources service delivery methods and procedures; review with appropriate management staff; implement improvements.

Confer with, advise, and counsel College Administrators, faculty, and classified staff regarding various problems, issues, and concerns; assist in determining alternative problem solutions.

Assist in the planning, development, and maintenance of policies, regulations, and employee guidelines.

Prepare State and Federal mandated reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the District's recruitment process; plan, develop, coordinate, and implement effective recruitment strategies; coordinate with Administrators to create supplemental questionnaires.

Coordinate the District's selection process; review and certify applications for minimum qualifications; review screening methods; review committee's screening to ensure compliance with proper procedures; certify employee pools for interview; review and approve interview questions; review interview notes after completion of interviews to ensure compliance with proper procedures; serve as EEO monitor on interview committees.

Coordinate the faculty hiring process; evaluate transcripts and files to determine initial salary placement for new full time and part time faculty.

Prepare MIS staff data report for the Chancellor's Office; prepare 75/25 full time/part time ratio report for Chancellor's office; prepare HIGIS report.

Maintain District academic seniority list; maintain District faculty service area report; maintain the District academic budget allocations.

Participate in the new employee orientation program.

Coordinate Human Resources services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Director of Human Resources; prepare and present staff reports and other necessary correspondence.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of selection and recruitment.

Pertinent Federal, State, and local laws, codes, and regulations including California Education Code and fair employment methods, policies, and procedures.

Basic statistical procedures and mathematical concepts.

Principles of supervision, training, and performance evaluation.

Modern office practices, methods, and computer equipment.

Principles and procedures of business letter writing, record keeping, and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Supervise and coordinate the work of technical and administrative support personnel.

Select, supervise, train, counsel, motivate, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Human Resources goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Human Resources programs and functions.

Perform a variety of technical human resources work.

Respond to requests and inquiries for information regarding Human Resources policies and procedures.

Collect, compile and analyze information and data.

Maintain sensitive and confidential labor relations information.

Prepare and maintain accurate and complete Human Resources and State records.

Prepare clear and concise Human Resources and State reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of responsible technical human resources experience.

Training:

Equivalent to an Associate's degree. A Bachelor's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Effective Date: May 11, 2005