

	FLSA: Non-Exempt – (Classified Confidential)
Reports to: Chief Human Resources Officer or Human Resources Administrator	Salary Range: 12

BASIC FUNCTION:

Under general supervision, provide specialized Human Resources technical and administrative support to all human resource programs and initiatives, including but not limited to employee benefits administration, collective bargaining and employee relations, compensation, leaves, recruitment and selection, training, various compliance monitoring; update and maintain personnel records system and files; provide information to applicants, College staff, and the public; perform office support work related to the Co

information related to personnel and the application process, job openings and other information.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Basic Human resources practices and procedures and related record-keeping.
 Methods, techniques, and practices of data collection, data entry, and basic report writing.
 Modern office practices, procedures and equipment.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Interpersonal skills using tact, patience and courtesy.
 Telephone techniques and etiquette.
 Human resources laws and regulations applicable to assigned activities.
 Operation of a computer and data entry techniques.
 Office and human resource software applications.

Ability to:

Perform a variety of responsible clerical duties in support of the College human resources office.
 Review human resources documents for completeness and accuracy.
 Administer effective recruitment, testing, and selection practices.
 Prepare and maintain a wide variety of personnel-related records and files.
 Communicate effectively both orally and in writing.
 Prepare and maintain records.
 Compose correspondence independently from written or oral instructions.
 Answer telephones and greet the public courteously.
 Arrange and prepare materials for meetings.
 Establish and maintain complex filing systems.
 Complete work with many interruptions.
 Operate a computer and other office equipment.
 Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible technical or administrative experience in human resources.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.